



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET**

**Regular Meeting
Wednesday, June 21, 2017**

7:00 P.M. Regular Meeting

**Community Center
1601 Discovery Bay Boulevard**



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY**

Wednesday June 21, 2017

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the President.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes for regular meeting of June 7, 2017.
2. Approve Register of District Invoices.
3. Approve Proclamation 17-03 Parks and Recreation Month – Parks Make Life Better.
4. Approve one vote each for candidates Stanley Caldwell and Robert Silano for election to the CSDA Board of Directors.
5. Approve lease of Fire Station #58 and authorize the General Manager to sign the lease on behalf of the District.
6. Approval of contract extension of the Luhdorff & Scalmanini Contract Engineers (LSCE) Contract for services into Fiscal Year 2017-2018.

D. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report.

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of May 2017.

F. BUSINESS AND ACTION ITEMS

1. Open the public hearing on Resolution No. 2017-11, approving the 2015 Urban Water Management Plan, close the public hearing and consider adopting Resolution No. 2017-11.
2. Open the public hearing on Resolution No. 2017-12, approving the proposed final Revenue, Operating and Capital Budget for Fiscal Year 2017-18 and Fiscal Year 2018-19, close the public hearing and consider adopting Resolution No. 2017-12.
3. Discussion and possible action to send a Board letter to Contra Costa County Supervisor Burgis seeking information on Transient Occupancy Tax in Discovery Bay.

G. INFORMATIONAL ITEMS ONLY

H. DIRECTORS' REPORTS

1. Standing Committee Reports
2. Other Reportable Items

I. MANAGER'S REPORT

1. Roberta Fuss Tot Lot Completion Update Presentation.

J. GENERAL MANAGER'S REPORT

K. CORRESPONDENCE RECEIVED

1. Received June 2, 2017 from East Contra Costa Fire Protection District regarding meeting minutes for May 1, 2017.
2. Received June 5, 2017 from the Central Valley Regional Water Quality Control Board regarding Ammonia & Nitrate plus Nitrite Progress Report 2017.
3. Received June 8, 2017 from Charles Helfrick regarding the stationary electronic signboard.
4. Received June 14, 2017 from Democrat for Republican and Libertarian Parties regarding Human Society of the United States.

L. FUTURE AGENDA ITEMS

M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

N. CLOSED SESSION

1. Conference with Legal Counsel—Anticipated Litigation pursuant to Government Code Section 54956.9(b) - (One Potential Case)
2. Conference with Legal Counsel—Existing Litigation pursuant to Government Code Section 54956.9(a)
Name of Case and Case Number: Hofmann Land Development v. Town of Discovery Bay
Community Service District
Contra Costa County Sup. Ct. No, C-13-00274

O. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957)

P. ADJOURNMENT

1. Adjourn to the regular meeting on July 5, 2017 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday June 7, 2017

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Leete
2. Pledge of Allegiance – Led by President Leete
3. Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

- Public Comments Regarding
 - Check presented to the Community Center from the Lion's Club related to Summer Jam.
 - Donation information.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for May 17, 2017.
2. Approve DRAFT minutes of Budget Workshop for May 24, 2017.
3. Approve Register of District Invoices.
4. Adoption of Resolution No. 2017-09 for the Election of Directors to the SDRMA Board of Directors.
5. Approve Resolution No. 2017-10 authorizing the continuation of SDRMA employee dental and vision benefit package.

Motion by: Director Pease to approve the Consent Calendar

Second by: Vice-President Graves

Vote: Motion Carried – AYES: 5, NOES: 0

D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report - Alicia Nuchols Field Representative provided an update related to street striping within Discovery Bay, P6 funding CFO vehicle, County Ordinance related to dog barking, Orwood Bridge Ribbon Cutting on June 27, 2017 at 10 a.m.
2. Sheriff's Office Report - Crime Prevention Specialist Fontenot – Provided the details of the May 2017 Sheriff Report along with the RAD Kid Program information. There was discussion related to the citations and the May 10, 2017 robbery.
3. CHP Report - Officer Thomas provided an update for the month of May. There was discussion related to the citation speeding locations in Discovery Bay and the majority of those citations are on 1) Newport, 2) Willow Lake Road, 3) Clipper Drive, 4) Discovery Bay Boulevard. Introduced Greg Grinton, Warden with the State of California, Fish and Game.

E. LIAISON REPORTS

No reports

F. PRESENTATIONS

1. California Consulting Representative Stephen Sanger regarding Grant Writing
General Manager Davies – Provided the details regarding Grant Writing related to grant opportunities.
Executive Assistant Heintl – Provided additional details regarding the research done for Grant writing services related to the evaluation of several companies.
Representative Stephen Sanger – Provided a presentation regarding Grant writing services that are provided related to submitting the application and the different Grant opportunities.
2. Herwit Engineering and Veolia Water update regarding the future of Wastewater Treatment Plant No. 1.
Provided the details regarding the plan for Wastewater Treatment Plant No. 1 related to addressing repair items, and develop a plan to operate the Wastewater Treatment Plant No. 1 a couple times a year. There was discussion related to the existing pipeline (crossing Highway 4 to Plant No. 1) to move water from WWTP No. 2 to WWTP No. 1.

G. BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding a Memorandum of Understanding with Discovery Bay Garden Club to establish a Monarch Butterfly Waystation.
Recreation Programs Supervisor Kaiser – Provided the details regarding the Memorandum of Understanding with the Discovery Bay Garden Club to establish a Monarch Butterfly Waystation. There was discussion regarding the Butterfly Waystation related to plants that attract the Butterflies and will lead them to the Waystation. There is also a photo op on Saturday, June 10, 2017 at noon.
Motion by: Vice-President Graves to authorize the Town Manager to enter into a Memorandum of Understanding between the Town and the Discovery Bay Garden Club.
Second by: Director Pease
Vote: Motion Carried – AYES: 5, NOES: 0
2. Discussion and possible action regarding stationary electronic signboard(s).
General Manager Davies – Provided the details regarding the stationary electronic signboard (s).
- 1) Office Assistant Rajala – Provided additional details regarding the signboard (s) related to the size of the sign, the versions of the sign, the locations and the cost breakdown. There was discussion regarding the signboard (s) related to the 3 site locations (The Community Center, Well 4 (East edge of Discovery Bay Blvd just north of Clipper Drive), N/W Corner of Highway 4 and Bixler Road, and the pros and cons associated with electrical setup, permitting, and funding.
The direction from the Board to Staff is to bring back to the Board results of research regarding the site locations related to County requirements pertaining to vehicle traffic and curb appeal, along with permitting from the County and Caltrans.
There was one Public Comment Speaker related to whether there is a need of a signboard.
3. Discussion and possible action regarding Regional Representatives.
Legal Counsel Attebery – Provided a background regarding the Regional Representatives. There was discussion regarding the Regional Representatives related to the adopted Board Bylaws associated to the approval of a Board Member to attend a Regional meeting in order to be compensated for that Regional meeting.
Motion by: Director Pease to select the Director and Alternate to Regional Representation and the compensation to attend must be pre-approved by the entire Board based on the Regional agenda that is pertinent to the Town of Discovery Bay in order to be awarded a day of service.
Second: President Leete
The discussion continued regarding Regional meeting attendance related to compensation, reporting on the meeting, and how to approve a Board Member to attend a meeting.
Motion Amended by: Director Pease to include the language that any Board Member that attends a Regional meeting is required to bring back and report either orally or in writing to the full Board.
Second by: President Leete
Vote: Motion Carried – AYES: 3 – President Leete, Director Mayer, Director Pease, NOES: 2 – Vice-President Graves, Director Steele

The Regional Committees assignments were selected:

<u>Regional Committee Name</u>	<u>Director Appointed</u>	<u>Alternate</u>
Contra Costa County Aviation Advisory Committee	Kevin Graves	Chris Steele
Contra Costa County Code Enforcement	Robert Leete	Bill Pease
Contra Costa Special Districts Association	Robert Leete	Bill Pease
East Contra Costa County Fire Protection District Liaison	Kevin Graves	Robert Leete
East County Water Management Association	President	Vice-President
LAFCO Liaison	Chris Steele	Bill Mayer
Police Service (P6 Committee)	Bill Mayer	Robert Leete
School District Representative Liaison	Bill Mayer	Kevin Graves
Regional Transportation Agencies	Bill Pease	Chris Steele

Motion by: President Leete to approve the Regional Committee appointments.

Second by: Director Pease

Vote: Motion Carried – AYES: 5, NOES: 0

H. MANAGER'S REPORT

1. Fiscal Year 2017-18 and Fiscal Year 2018-19 Preliminary DRAFT Operating, Capital and Revenue Budgets.

Finance Manager Breitstein – Provided the details regarding the updated DRAFT Operating, Capital and Revenue Budget.

The Budget will be presented to the Board at the June 21, 2017 for adoption.

2. Water and Wastewater Manager Koehne – Water Conservation Update.

Water and Wastewater Manager Koehne – Provided an update regarding the Water Conservation Update related to the usage currently to the year 2013.

I. INFORMATIONAL ITEMS ONLY

None

J. DIRECTORS' REPORTS

1. Standing Committee Reports
President Leete – Attended the East County Water Management Association meeting on May 25, 2017 and the details related to potential Grant opportunities.
2. Other Reportable Items

K. GENERAL MANAGER'S REPORT

None

L. CORRESPONDENCE RECEIVED

1. Received May 18, 2017 from Bay Area Air Quality Management District regarding public workshops.
2. Received May 23, 2017 from Restore the Delta regarding public meeting dates.
3. Received May 31, 2017 from Contra Costa County Aviation Advisory Committee regarding meeting minutes for April 13, 2017.
4. Received May 31, 2017 from Contra Costa County Aviation Advisory Committee regarding meeting minutes for May 11, 2017.

M. FUTURE AGENDA ITEMS

None

The regular meeting adjourned at 8:55 p.m. to the Closed Session.

N. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

Legal Counsel Attebery – The Board is now adjourning into closed session regarding item O-1.

O. CLOSED SESSION

1. Conference with Legal Counsel—Anticipated Litigation pursuant to Government Code Section 54956.9(b) - (Two Potential Cases)

P. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

Legal Counsel Attebery – Reporting from Closed Session on item O-1 and there is no reportable action.

Q. ADJOURNMENT

1. The meeting adjourned at 9:30 p.m. to the next regular meeting of June 21, 2017 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 06-12-17

<http://www.todb.ca.gov/agendas-minutes>

DRAFT



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 21, 2017

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Accountant
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Approve Register of District Invoices.

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 439,080.73

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2016/2017
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2016/2017
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2016/2017

AGENDA ITEM: C-2

Request For Authorization To Pay Invoices (RFA)
For The Meeting On June 21, 2017
Town of Discovery Bay CSD
For Fiscal Year's 7/16 - 6/17

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Contra Costa County Reimbursement				
U.S. Bank Corporate Payment System	4246044555703473/517	Landscape Reimb (Z35,Z57,Z61)	05/25/17	\$41.85
		Contra Costa County	Sub-Total	\$41.85
Water				
Badger Meter	80012358	Beacon Cellular Data May 2017	05/31/17	\$2,791.93
Big Dog Computer	BDC333118	IT Support, Various Service Requests	05/26/17	\$247.00
Big Dog Computer	BDC33319	IT Support, Laptop Software	06/11/17	\$65.00
Brentwood Ace Hardware	808/053117	General Repairs	05/31/17	\$13.63
Brentwood Ace Hardware	808/053117	Misc. Small Tools	05/31/17	\$13.63
Brentwood Ace Hardware	808/053117	Building Maintenance	05/31/17	\$23.40
Brentwood Press & Publishing	201509	Advertising, City Guide	06/01/17	\$840.00
Cintas	185607340	Mats	05/31/17	\$6.86
Cintas	185608353	Mats	06/07/17	\$6.86
Fastenal Company	CABRE17429	Misc. Small Tools	05/30/17	\$109.70
Freedom Mailing Service, Inc	31483	Water Bill Processing May 2017	06/06/17	\$1,038.21
Freedom Mailing Service, Inc	31496	Water Bill Processing May 2017	06/07/17	\$1,457.76
HD Supply Waterworks, LTD	H266311	Water Meter Project, Lids and Boxes	05/31/17	\$19,403.80
HD Supply Waterworks, LTD	H174456	Water Meter Project, Lids	06/08/17	\$5,293.43
HD Supply Waterworks, LTD	H209567	Water Meter Project, Utility Boxes	05/26/17	\$9,463.22
J.W. Backhoe & Construction, Inc.	2790	Water Leak Discovery Point	05/22/17	\$4,227.86
J.W. Backhoe & Construction, Inc.	2792	Cracked Sealed Various Locations	05/22/17	\$1,240.19
J.W. Backhoe & Construction, Inc.	2794	Water Leak Surfside Place	05/22/17	\$966.96
J.W. Backhoe & Construction, Inc.	2797	Water Leak Cherry Hills Rd	06/02/17	\$6,263.38
J.W. Backhoe & Construction, Inc.	5	Water Meter Installation Project	05/19/17	\$33,160.36
Larry & Karen Wallen	Seneca Cir	Closed Account, Refund Overpayment	05/30/17	\$27.42
Luhdorff & Scalmanini	32851	Water Meter Project April 2017	04/30/17	\$26,894.67
Luhdorff & Scalmanini	32851	General Services April 2017	04/30/17	\$4,247.55
Luhdorff & Scalmanini	32932	Urban Water Management Plan May 2017	05/28/17	\$970.00
Luhdorff & Scalmanini	32943	PLC Upgrades May 2017	05/28/17	\$742.00
National Meter & Automation, Inc.	S1084001.003	Water Meter Project, Badger Meters and Endpoints	05/26/17	\$150,596.32
Neumiller & Beardslee	284964	General Services April 2017	05/12/17	\$5,370.10
Neumiller & Beardslee	284965	Hofmann v. TODB	05/15/17	\$45.20
Office Depot	918155444001	Office Supplies	04/04/17	\$95.58
Office Depot	918155731001	Office Supplies	04/04/17	\$18.93
Office Depot	930906822001	Office Supplies	05/25/17	\$14.22
Office Depot	930907115001	Office Supplies	05/25/17	\$3.04
Office Depot	930907116001	Office Supplies	05/25/17	\$58.68
Office Team	48442265	Water Meter Project Temporary	05/25/17	\$427.20
Office Team	48489928	Water Meter Project Temporary	06/05/17	\$284.80
Office Team	48538583	Water Meter Project Temporary	06/08/17	\$373.80
R & B Company	S1650760.001	Water Meter Project, Meter Idlers	05/23/17	\$1,433.23
R & B Company	S1650762.001	Water Meter Project, Meter Idlers	05/23/17	\$1,082.50
ReliaStar Life Insurance Company	#JR52 457(B) 061517	457(b) 06/01/17-06/15/17	06/15/17	\$393.07
Telstar Instruments, Inc.	90451	Willow Lake And Well 18 PLC Upgrades	06/08/17	\$49,889.70
U.S. Bank Corporate Payment System	4246044555703473/517	Travel & Meetings	05/25/17	\$40.10
U.S. Bank Corporate Payment System	4246044555703473/517	Telephone General	05/25/17	\$407.65
U.S. Bank Corporate Payment System	4246044555703473/517	Telephone Networking	05/25/17	\$76.00
U.S. Bank Corporate Payment System	4246044555703473/517	Cell Phone Repair	05/25/17	\$106.08
U.S. Bank Corporate Payment System	4246044555703473/517	Vehicle & Equipment Fuel	05/25/17	\$427.83
U.S. Bank Corporate Payment System	4246044555703473/517	Vehicle Repair & Maintenance	05/25/17	\$202.29
U.S. Bank Corporate Payment System	4246044555703473/517	General Repair	05/25/17	\$127.73
U.S. Bank Corporate Payment System	4246044555703473/517	Info System	05/25/17	\$199.30
U.S. Bank Corporate Payment System	4246044555703473/517	Postage	05/25/17	\$13.18
U.S. Bank Corporate Payment System	4246044555703473/517	Office Supplies	05/25/17	\$40.87
U.S. Bank Corporate Payment System	4246044555703473/517	Building Maintenance	05/25/17	\$50.05
U.S. Bank Corporate Payment System	4246044555703473/517	Special Expense	05/25/17	\$118.96
Univar	SJ817259	Chemicals Delivered 05/25/17	05/25/17	\$246.88
Univar	SJ817260	Chemicals Delivered 05/25/17	05/25/17	\$237.00
Univar	SJ818447	Chemicals Delivered 06/01/17	06/01/17	\$225.15
Univar	SJ818448	Chemicals Delivered 06/01/17	06/01/17	\$296.25
Upper Case Printing, Ink.	12035	Office Supplies	06/05/17	\$376.60

Veolia Water North America	68647	Preventative & Corrective April 2017	06/07/17	\$245.62
Verizon Wireless	9786520660	Cell Phone Bill May 2017	05/26/17	\$208.46

Water	Sub-Total	\$333,247.19
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Wastewater

Ambient Air Inc.	3	WWTP#1 Heat Pump Unit	05/25/17	\$6,475.00
Big Dog Computer	BDC333118	IT Support, Various Service Requests	05/26/17	\$370.50
Big Dog Computer	BDC33319	IT Support, Laptop Software	06/11/17	\$97.50
Brentwood Ace Hardware	808/053117	General Repairs	05/31/17	\$59.14
Brentwood Ace Hardware	808/053117	Building Maintenance	05/31/17	\$35.09
Brentwood Press & Publishing	201509	Advertising, City Guide	06/01/17	\$1,260.00
Cintas	185607340	Mats	05/31/17	\$14.20
Cintas	185607340	Uniforms	05/31/17	\$10.30
Cintas	185608353	Mats	06/07/17	\$14.20
Cintas	185608353	Uniforms	06/07/17	\$10.30
Comcast	8155400350232938/617	WWTP#2 Internet Service June 2017	06/03/17	\$109.95
Comcast	8155400350232946/617	WWTP#1 Internet Service June 2017	06/03/17	\$101.08
Herwit Engineering	17-5	Professional Services May 2017	06/05/17	\$1,815.00
Neumiller & Beardslee	284964	General Services April 2017	05/12/17	\$7,391.88
Neumiller & Beardslee	284965	Hofmann v. TODB	05/15/17	\$67.80
Office Depot	918155444001	Office Supplies	04/04/17	\$143.38
Office Depot	918155731001	Office Supplies	04/04/17	\$28.39
Office Depot	930906822001	Office Supplies	05/25/17	\$21.33
Office Depot	930907115001	Office Supplies	05/25/17	\$4.57
Office Depot	930907116001	Office Supplies	05/25/17	\$88.01
Old School Concrete	1035	PGE Funded, Concrete Trippers And Tuff Shed Concrete	06/07/17	\$13,680.00
Old School Concrete	1036	PGE Funded, Tuff Shed Concrete	06/08/17	\$3,000.00
ReliaStar Life Insurance Company	#JR52 457(B) 061517	457(b) 06/01/17-06/15/17	06/15/17	\$589.48
U.S. Bank Corporate Payment System	4246044555703473/517	PGE Funded Project, Pool Furniture	05/25/17	\$5,604.23
U.S. Bank Corporate Payment System	4246044555703473/517	Telephone General	05/25/17	\$1,048.47
U.S. Bank Corporate Payment System	4246044555703473/517	Telephone Networking	05/25/17	\$114.00
U.S. Bank Corporate Payment System	4246044555703473/517	Vehicle & Equipment Fuel	05/25/17	\$313.34
U.S. Bank Corporate Payment System	4246044555703473/517	Vehicle Repair & Maintenance	05/25/17	\$303.44
U.S. Bank Corporate Payment System	4246044555703473/517	General Repair	05/25/17	\$165.09
U.S. Bank Corporate Payment System	4246044555703473/517	Info System	05/25/17	\$311.92
U.S. Bank Corporate Payment System	4246044555703473/517	Office Supplies	05/25/17	\$61.31
U.S. Bank Corporate Payment System	4246044555703473/517	Building Maintenance	05/25/17	\$75.08
U.S. Bank Corporate Payment System	4246044555703473/517	Special Expense	05/25/17	\$178.45
Veolia Water North America	68601	General Repair Pumps April 2017	05/24/17	\$9,591.09
Veolia Water North America	68602	Vehicle Repair & Maintenance April 2017	05/24/17	\$1,731.83
Veolia Water North America	68607	WWTP#2 Lab Building April 2017	05/25/17	\$278.39
Veolia Water North America	68647	Preventative & Corrective April 2017	06/07/17	\$4,813.06
Veolia Water North America	68907	Effluent Filtration Project April 2017	06/07/17	-\$831.01
Verizon Wireless	9786520660	Cell Phone Bill May 2017	05/26/17	\$312.70

Wastewater	Sub-Total	\$59,458.49
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Grand Total	\$392,747.53
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**Request For Authorization To Pay Invoices (RFA)
For The Meeting On June 21, 2017
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Zone 8				
Cintas	185607340	Uniforms	05/31/17	\$48.39
Cintas	185608353	Uniforms	06/07/17	\$48.39
Discovery Bay Disposal	17-0001966/053117	Com 2 Yd Bin	05/31/17	\$318.35
Du-All Safety	18888	Safety Training And Support	05/31/17	\$1,020.00
Town Of Discovery Bay CSD	527	Payroll Reimbursement May 2017	06/15/17	\$28,069.89
U.S. Bank Corporate Payment System	4246044555703473/517	Vehicle & Equipment Fuel	05/25/17	\$301.84
U.S. Bank Corporate Payment System	4246044555703473/517	Vehicle Repair & Maintenance	05/25/17	\$20.00
U.S. Bank Corporate Payment System	4246044555703473/517	Equipment Maintenance	05/25/17	\$662.43
U.S. HealthWorks	3128179-CA	Safety Supplies	05/26/17	\$188.00
Verizon Wireless	9786520660	Cell Phone Bill May 2017	05/26/17	\$132.52
			Total	\$30,809.81
Community Center				
Brentwood Ace Hardware	808/053117	Community Center-Building Maintenance	05/31/17	\$26.87
California Park & Recreation Society	131719	Community Center-Renewal	05/19/17	\$145.00
Cintas	185607340	Community Center-Mats	05/31/17	\$60.70
Cintas	185608353	Community Center-Mats	06/07/17	\$60.70
Comcast	8155400350238372/517	Community Center-Internet Service June 2017	05/22/17	\$172.20
Denalect Alarm Company	R47017	Community Center-Quarterly Alarm Charge	06/01/17	\$96.00
Discovery Bay Disposal	17-0013218/053117	Community Center-Com 3 Yd Bin	05/31/17	\$444.66
Express Labs Inc.	78496	Community Center-Employment Screening	05/31/17	\$480.00
Karina Dugand	44	Community Center-Program Fees	05/30/17	\$1,029.00
Kidz Love Soccer	2017WI-F122	Community Center-Program Fees	02/11/17	\$607.50
Leslie's Pool Supplies, Inc.	27-354737	Community Center-Pool Chemicals	04/06/17	\$288.40
Leslie's Pool Supplies, Inc.	27-359430	Community Center-Pool Chemicals	05/30/17	\$294.94
Leslie's Pool Supplies, Inc.	27-360126	Community Center-Pool Chemicals	06/05/17	\$294.94
Leslie's Pool Supplies, Inc.	27-360881	Community Center-Pool Chemicals	06/12/17	\$473.49
Leslie's Pool Supplies, Inc.	501-517826	Community Center-Pool Chemicals	05/23/17	\$45.96
Leslie's Pool Supplies, Inc.	501-519725	Community Center-Pool Chemicals	06/01/17	\$115.62
Lincoln Equipment, Inc.	SI316126	Community Center-Pool Chemicals	05/30/17	\$725.09
Lucia Peters	13	Community Center-Program Fees	06/07/17	\$787.50
Office Depot	929206126001	Community Center-Office Supplies	05/19/17	\$82.81
Office Depot	929206334001	Community Center-Office Supplies	05/19/17	\$8.54
U.S. Bank Corporate Payment System	4246044555703473/517	Community Center-Training	05/25/17	\$34.47
U.S. Bank Corporate Payment System	4246044555703473/517	Community Center-Advertising	05/25/17	\$81.19
U.S. Bank Corporate Payment System	4246044555703473/517	Community Center-Telephone General	05/25/17	\$389.15
U.S. Bank Corporate Payment System	4246044555703473/517	Community Center-Monthly Software	05/25/17	\$401.38
U.S. Bank Corporate Payment System	4246044555703473/517	Community Center-Office Supplies	05/25/17	\$44.37
U.S. Bank Corporate Payment System	4246044555703473/517	Community Center-Equipment Rental	05/25/17	\$59.12
U.S. Bank Corporate Payment System	4246044555703473/517	Community Center-Building Maintenance	05/25/17	\$41.11
U.S. Bank Corporate Payment System	4246044555703473/517	Community Center-Pool Maintenance	05/25/17	\$32.42
U.S. Bank Corporate Payment System	4246044555703473/517	Community Center-Safety Equipment	05/25/17	\$202.91
U.S. Bank Corporate Payment System	4246044555703473/517	Community Center-Pool Chemicals	05/25/17	\$114.44
U.S. Bank Corporate Payment System	4246044555703473/517	Community Center-Employment Screening	05/25/17	\$211.32
U.S. Bank Corporate Payment System	4246044555703473/517	Community Center-Pool Food & Beverage	05/25/17	\$460.96
Verizon Wireless	9786520660	Community Center-Cell Phone Bill May 2017	05/26/17	\$53.45
			Total	\$8,366.21
			Grand Total	\$39,176.02

Request For Authorization To Pay Invoices (RFA)
For The Meeting On June 21, 2017
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/16 - 6/17

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Brentwood Ace Hardware	808/053117	Landscape Maintenance	05/31/17	\$172.23
Cintas	185607340	Uniforms	05/31/17	\$53.58
Cintas	185608353	Uniforms	06/07/17	\$75.17
U.S. Bank Corporate Payment System	4246044555703473/517	Telephone General	05/25/17	\$7.38
U.S. Bank Corporate Payment System	4246044555703473/517	Vehicle & Equipment Fuel	05/25/17	\$423.88
U.S. Bank Corporate Payment System	4246044555703473/517	Equipment Repair	05/25/17	\$233.50
U.S. Bank Corporate Payment System	4246044555703473/517	Building Maintenance	05/25/17	\$673.95
Town Of Discovery Bay CSD	528	Payroll Reimbursement May 2017	06/15/17	\$5,079.96
Verizon Wireless	9786520660	Cell Phone Bill May 2017	05/26/17	\$132.54
Watersavers Irrigation Inc.	1839689-00	Landscape Maintenance	06/01/17	\$220.18
Watersavers Irrigation Inc.	1842239-00	Landscape Maintenance	06/06/17	\$84.81
			Total	\$7,157.18



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT 17-03

A PROCLAMATION OF THE TOWN OF DISCOVERY BAY PROCLAIMING JULY 2017 AS PARKS AND RECREATION MONTH **Parks Make Life Better!**

WHEREAS, Town of Discovery Bay is a small town in East Contra Costa County; and

WHEREAS, Parks and Recreation makes lives better and are an integral part of vibrant communities; and

WHEREAS, Parks provide energizing places for families and friends, individuals and groups, and are the places anyone can be active, live healthier, connect with nature and celebrate together; and

WHEREAS, residents value recreation as it provides positive alternatives for children and youth to reduce crime and mischief especially during non-school hours; and

WHEREAS, Children, adults and seniors benefit from a wide range of services, facilities and program provided by the Town of Discovery Bay; and

WHEREAS, The Town of Discovery Bay urges all residents to recognize that parks and recreation enriches the lives of its residents and visitors as well as adding value to the community's homes and neighborhoods; and

WHEREAS, July is celebrated across the nation as *Parks and Recreation Month*;

NOW THEREFORE BE IT RESOLVED, that I, Robert Leete, President of the Board of Directors, along with my fellow Board Members, do hereby proclaim July 2017 as **Parks & Recreation Month**, and **Parks Make Life Better**, and in doing so, urge all its citizens to use and enjoy its parks, trails, open space, facilities, and recreation opportunities

APPROVED AND ADOPTED THIS 21st Day of June 2017.

Robert Leete, Board President
Town of Discovery Bay



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 21, 2017

Prepared By: Carol McCool, Administrative Assistant
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Approve one vote each for candidates Stanley Caldwell and Robert Silano for election to the CSDA Board of Directors.

Recommended Action

Authorize the Board President to complete the official California Special Districts Association ("CSDA") ballot and cast one (1) vote each for CSDA Board of Director candidates Stanley Caldwell and Robert Silano.

Executive Summary

The Town of Discovery Bay Community Services District is a member of the CSDA Bay Area Network. The Bay Area Network currently has two (2) Board of Director seats (Seat C and Seat A) open for election. As a member agency, the Town of Discovery Bay is entitled to vote for two (2) candidates seeking election to the CSDA Board.

The candidates for election are:

Stanley R. Caldwell, Mt. View Sanitary District
John Carapiet, Sanitary District #5 of Marin County
Robert Silano, Menlo Park Fire Protection District

Each candidate's information sheet and statement are attached.

Staff has reviewed the qualifications and statements of the candidates and recommends that the incumbent Stanley Caldwell and candidate Robert Silano receive the vote of the Town of Discovery Bay. The incumbent, Mr. Caldwell, possesses considerable experience and Mr Silano appears to have the qualifications, knowledge and experience to serve the CSDA Board well.

The official ballot must be completed in full and be received by CSDA by 5:00pm, August 4, 2017.

Fiscal Impact:

Amount Requested - None

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

June 15, 2016 – CSDA 2016 Board Elections Mail Ballot

Attachments

1. CSDA 2016 Board Elections Mail Ballot Information 06-05-2017
2. CSDA 2017 Ballot

AGENDA ITEM: C-4

JUN 05 2017



**California Special
Districts Association**

Districts Stronger Together

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2017 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat C (2018-20 term) and Seat A (term ends December 31, 2018).

Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only two** candidates to represent your network and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Per CSDA Bylaws, the candidate with the highest number of votes will assume the full term, Seat C. The candidate with the second highest number of votes will assume Seat A to fulfill the remainder of that term.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 4, 2017.**

If you do not use the enclosed envelope, please mail in your ballot to:

California Special Districts Association

Attn: 2016 Board Elections

1112 I Street, Suite 200

Sacramento, CA 95814

Please contact Beth Hummel toll-free at 877.924.CSDA or bethh@csla.net with any questions.



California Special
Districts Association
Districts Stronger Together

2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: STANLEY R. CALDWELL

District/Company: MT. VIEW SANITARY DISTRICT

Title: DIRECTOR

Elected/Appointed/Staff: ELECTED

Length of Service with District: 23 YEARS

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

CURRENT CSDA DIRECTOR FOR BAY AREA NETWORK, SERVE ON PROFESSIONAL DEVELOPMENT AND MEMBER SERVICES COMMITTEE, SERVE AS BOARD MEMBER FOR SDLF

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

CASA

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

CURRENT SPECIAL DISTRICT ALTERNATE TO LAFCO COMMISSION

4. List civic organization involvement:

CURRENT VICE PRESIDENT OF THE CONTRA COASTA SPECIAL DISTRICTS ASSOCIATION (CCSDA), CURRENT NEWSLETTER EDITOR FOR CCSDA

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

Stanley R. Caldwell
75 Cecilia Lane
Martinez, California 94553-1455

RE: Election Bay Area Network, Seat C

It has been an honor and a pleasure to serve the California Special Districts Association (CSDA) membership as Bay Area Network Director. I look forward to the opportunity to continue to be of service. I have been active and involved in CSDA activities. I have served on the Member Services Committee & Professional Development Committee. I am also a past CSDA President (2013).

I am retired and I have the time, and the commitment required to continue to serve as a director. I have faithfully and diligently served within my local community. I am a dedicated active board member of Mt. View Sanitary District (MVSD) and having served several times as the board president. . By being an active participant at the California Association of Sanitation Agencies and the CSDA, I enhance my ability to serve in a director position. I also serve as the special district alternate to the Local Agency Formation Commission (LAFCO) in Contra Costa County..

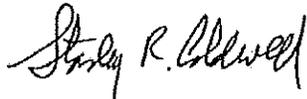
Contra Costa County has an affiliated CSDA chapter, the Contra Costa Special Districts Association (CCSDA) of which I have been active participant currently service as chapter vice president and as the current Newsletter Editor.

If re-elected I would continue to provide the leadership that makes CSDA a success. I will apply my experience, commitment, and leadership, to be effective, efficient, and responsive to special district needs.

Please consider me for the upcoming election for Director of the Bay Area Network where I will continue to bring my experience and dedication to CSDA.

Thank you for your consideration,

Stanley R. Caldwell



Incumbent CSDA Bay Area Network Director
Mt. View Sanitary District Board Member
Contra Costa Special Districts Association vice president



California Special Districts Association
Districts Stronger Together

2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information MUST accompany your nomination form and Resolution/minute order:

Name: JOHN CARAPLET

District/Company: SUNNYSIDE DISTRICT NO. 5 OF MARIN COUNTY

Title: BOARD OF DIRECTORS, VICE PRESIDENT

Elected/Appointed/Staff: _____

Length of Service with District: 3⁺ yrs.

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

No

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

No

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

PRESIDENT OF BELVEDERE LAGOON PROPERTY OWNERS' ASSOCIATION

4. List civic organization involvement:

COUNTY OF MARIN CIVIL GRAND JURY, 2009-2010

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.

Statement of Candidate for California Special Districts Association
John G. Carapiet
Education and Qualifications

Age 70

I will bring if elected to the California Special Districts Association the perspectives of a retired 35-year civil servant of the San Francisco Public Utilities Commission. I retired 8 years ago as a Senior Water Services Inspector thus have an understanding the employment, retirement and health care issues of our dedicated public employee's that work for special districts As a local resident born in California, going to all San Francisco Schools ending with a Business degree from San Francisco State University in 1973. Also serving in the United States Air Force from 1965 to 1968, I have a wealth of understanding of the various issues, including employees, infrastructure, and continuing legal issues of Special Districts. I am currently the Vice President of the Sanitary District #5 of Marin County. Last year we completely paid off our Calipers retirement side fund saving the District more than \$150,000 a year in interest. I also helped last month negotiate a favorable five-year labor contract with out nine employees'. I also served on the Marin County Civil Grand Jury 2009-2010(six reports on various County issues) and am currently the President of the Belvedere Lagoon Property Owners Association. My Wife, family, and I have been residents of Belvedere for 21 years and our aim is to give back to the community. If you want a dedicated knowledgeable representative then please vote for me.



California Special
Districts Association
Districts Stronger Together

2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information MUST accompany your nomination form and Resolution/minute order:

Name: Robert Silano
District/Company: MENLO PARK FIRE PROTECTION DISTRICT
Title: DIRECTOR

Elected/Appointed/Staff: ELECTED

Length of Service with District: 6 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

ATTENDED many workshops within the past 6 years

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

NO

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

LAFCO - Communication Representative
CSDA - LEG COMMITTEES, HR and legal

4. List civic organization involvement:

ASIS, Bay Area Emergency Managers,
FBI NATIONAL Academy ASSOCIATES

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

As a current Director and an elected official of the Menlo Park Fire Protection District, I have local government public safety experience. I have taken the lead in San Mateo County on matters of disaster preparedness and I have been selected to sit on the Emergency Preparedness, the Strategic Planning and the California Special District Association Committees.. I served as a Special Agent and Supervisory Special Agent for the DEA until my retirement in 2003. Often managing more than 300 sworn and 50 non-sworn employees. My past experience as a DEA senior manager required me to be responsible for an annual budget in the millions of dollars. As a Task Force Commander having state and local law enforcement officers under my command, I developed strong skills in cooperative governmental efforts. As a DEA Manager, I was involved in program development, inter-agency cooperation, public relations, human resource management, budget development and the management of international and domestic operations. I possess a background that will well serve the CSDA..

CSDA BOARD OF DIRECTORS 2017 ELECTION

OFFICIAL BALLOT



BAY AREA NETWORK

SEAT C
term ends 2020

SEAT A
term ends 2018

Please vote for only two.

Stanley R. Caldwell*
Mt. View Sanitary District

John Carapiet
Sanitary District #5 of Marin County

Robert Silano
Menlo Park Fire Protection District

All fields must be completed for ballot to be counted.

**Incumbent running for re-election*

SIGNATURE:

DATE:

MEMBER DISTRICT:

Must be received by 5pm, August 4, 2017. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 21, 2017

Prepared By: Michael Davies, General Manager
Submitted By: Michael Davies, General Manager

MRD

Agenda Title:

Approve lease of Fire Station #58 and authorize the General Manager to sign the lease on behalf of the District.

Recommended Action

Approve the lease of Fire Station #58 and authorize the General Manager to sign the lease on behalf of the District.

Executive Summary

The District has been in a one (1) year lease with the East Contra Costa Fire Protection District ("ECCFPD") for the premises known as Fire Station #58 located at 1535 Discovery Bay Boulevard. The lease is set to expire on June 30, 2017.

The District leases the fire station to house our park and landscape crew, because our existing facilities do not provide sufficient space.

The attached lease renewal contains essentially the same terms as our current lease, including the same annual rent of \$15,600.00. The new lease will have some of the following changes:

- *Automatic renewal for consecutive one year terms
- *Semi-annual payments instead of monthly payments
- *The addition of a 6% late payment charge
- *The addition of a "Prohibited Hazardous Materials Release" clause

The FY17/18 cost to the District is \$15,600 (plus utilities, maintenance and repairs).

Previous Relevant Board Actions for This Item

May 4, 2016 – Current lease

Attachments

Proposed Lease

**LEASE AGREEMENT
BETWEEN THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT
AND THE TOWN OF DISCOVERY BAY**

FIRE STATION 58

This LEASE AGREEMENT ("Lease") is made and entered into as of _____, 2017, by and between the East Contra Costa Fire Protection District, a fire protection district organized under the laws of the State of California ("Lessor"), and the Town of Discovery Bay, a community services district organized under the laws of the State of California ("Lessee").

AGREEMENT

1. Premises. Lessor owns in fee and hereby leases and lets to Lessee, and Lessee hereby takes and leases from Lessor, subject to the terms and conditions contained herein, the improved property, including the building and all equipment, facilities, tools, and implements, (the "Premises") located at 1535 Discovery Bay Blvd., Discovery Bay, California APN 008-200-010, more commonly referred to as Fire Station 58, and as outlined on the attached Exhibit "A."

2. Term. The term of this Lease is for one year ("Term") scheduled to commence on July 1, 2017 (the "Commencement Date").

2.1. The term of this Lease will automatically renew for consecutive one (1) year terms unless otherwise terminated as expressly provided below. Lessor may terminate the Lease at any time without cause by providing Lessee at least thirty (30) days' prior written notice of its decision to terminate.

3. Rent. Lessor shall invoice Lessee, and Lessee shall pay semi-annually rent (the "Rent") in the amount of \$7,800.00 no later than sixty (60) calendar days of the date of Lessor's invoice ("Rent Due Date") during the Lease. Rent shall be overdue if not paid within sixty (60) days of the Rent Due Date. All Rent shall be paid by Lessee to Lessor at East Contra Costa Fire Protection District, 150 City Park Way, Brentwood, CA 94513. Rent for any partial month shall be prorated for that month based on a thirty (30) day month. Lessor's invoices for Rent shall be delivered to Lessee's address set forth in Section 15, unless otherwise mutually agreed upon by the parties.

3.1. Security Deposit. No security deposit is required for Lessee.

3.2. Late Charges. If any installment of Rent or other sum due from Lessee is not received by Lessor within 60 days of the date of Lessor's invoice, then Lessee shall pay to Lessor a late charge equal to 6% of such overdue amount. The parties hereby agree that such late charge represents a fair and reasonable estimate of the costs Lessor will incur by reason of late payment by Lessee which are impracticable to estimate. Acceptance by Lessor shall in no

event constitute a waiver of Lessee's default or breach with respect to such overdue amount or prevent Lessor from exercising any other rights and remedies granted herein.

4. Utilities. Lessee shall be responsible for the cost of water, sewage, trash, gas, communications, security, and electricity arising from Lessee's use of the Premises.

5. Use/Improvements. Lessee shall have the right to use the Premises solely for office space and storage associated with the operations of Lessee.

5.1. Fixtures and Equipment. Lessee may locate upon the Premises fixtures and equipment as are necessary in pursuit of Lessee's permitted use of the Premises and during the Term of this Lease such shall remain the property and responsibility of Lessee. Upon termination of this Lease, any and all fixtures and permitted improvements shall remain upon the Premises and shall become the property of Lessor unless Lessor provides Lessee notice requiring Lessee to remove any fixtures and/or permitted improvements and to restore the Premises to their configuration and condition before the improvements were made. Lessee may undertake improvements in addition to the above only (i) upon prior written approval of the Lessor, which approval shall not be unreasonably withheld, and (ii) at Lessee's sole cost, expense, and risk. Lessee shall be responsible for all required permits and approvals including any and all associated costs, provided Lessor shall fully cooperate in this regard. Lessee shall be responsible for any damage to the Premises caused by installation, operation, and/or removal of Lessee improvements, fixtures, and equipment.

5.2. Restrictions on Use. Lessee may not permit any damage to or nuisance on the Premises. Any hazardous material, waste or substance placed upon the Premises must be used, stored, and disposed of in compliance with all applicable law.

5.3. Compliance with Laws. Lessee, at Lessee's expense, will at all times during the Term of the Lease comply with all applicable laws, regulations, rules and orders with respect to Lessee's use and/or improvement of the Premises. Lessee will furnish satisfactory evidence of such compliance upon request of Lessor.

If during the Term of this Lease, or any extension hereof, the application of any statute, code or ordinance of any government, authority, agency, official or officer applicable to the Building or Premises shall make it impossible or not economical for Lessee to operate in the Premises in accordance with Paragraph 5, then Lessee or Lessor, at its option, may terminate this Lease, whereupon the Rent and all other charges payable hereunder by Lessee shall be prorated in accordance with Paragraph 3 as of such date of termination.

6. Lessee's Repair and Maintenance Obligations. Lessee shall repair and maintain in good order and condition (ordinary wear and tear excepted) the structural portions of the Premises, the exterior portions of the Premises, the outdoor landscaping, and the real property, and all common areas located in or on the real property, including the parking facilities serving the Premises.

6.1. Security System. The Premises have a security system and Lessee is responsible for activating, using, and paying for the security system. Lessee may not install an

additional security system on the Premises without prior written approval by Lessor. Lessor's approval of any security system and provision of the current system shall not be construed as a representation regarding the adequacy or effectiveness of such system. The risk that any safety or security device, service or program may not be effective, or may malfunction or be circumvented by a criminal, is assumed by Lessee with respect to Lessee's property and interests, and Lessee shall obtain insurance coverage to the extent Lessee desires protection against such criminal acts and other losses.

6.2. Repairs. Lessee shall, at Lessee's sole expense, repair any area damaged by Lessee, Lessee's agents, employees and visitors. Lessee acknowledges that Lessor is under no duty to repair or make improvements to the Premises, besides repairs to the roof of the Premises. The Lessee accepts the Premises in an "As Is" condition and will return the Premises to Lessor in the same or better condition in which it was at the time Lessee initially began occupancy. Lessee acknowledges that Lessor has made no representations of any kind in connection with soils, improvements, or physical conditions on the Premises, or bearing on Lessee's use of the Premises, whether express or implied.

7. Subletting or Assignment. Lessee may not sublet or assign this Lease.

8. Environmental Impairment; Prohibited Hazardous Materials Release. The term "Hazardous Materials" shall mean any substance or material that is designated defined or described as a "hazardous materials," "hazardous substances," "hazardous wastes," "toxic substances," or "toxic waste" in or under any federal, state or local law, rule or regulation, whether in effect now or enacted in the future (collectively "Hazardous Materials"). The term "Hazardous Materials Release" shall mean the use, disposal, presence or release of Hazardous Materials from, in, on or under the Premises. A Hazardous Materials Release is a "Prohibited Hazardous Materials Release" if the use, disposal, presence or release violates any applicable law, rule or regulation, or is otherwise prohibited by the Lessor.

If Lessee knows of any Hazardous Materials disposal or release in, on, under or about the Premises during the Term, Lessee shall immediately give Lessor written notice thereof, together with a copy of any statement, report, notice, registration, application, permit, business plan, license, claim, action or proceeding given to, or received by Lessee from, any governmental authority or private party concerning said Hazardous Materials disposal or release.

Should any Hazardous Materials disposal or release, or any Prohibited Hazardous Materials Release, occur upon or from the Premises during the Term, Lessee, at Lessee's expense, shall investigate, remove, remediate and otherwise clean all property affected thereby to the satisfaction of Lessor (insofar as the property owned or controlled by Lessor is concerned) and of any governmental body having jurisdiction thereof.

Lessee shall indemnify, hold harmless, and defend Lessor from and against all liability, claims, damages, loss, costs and expenses (including, without limitation, any fines, penalties, judgments, litigation costs, attorneys' fees, and consulting, engineering and construction costs) (collectively "Claim") suffered or incurred by Lessor as a result of Lessee's breach of this Section, or as a result of any Hazardous Materials Release occurring at any time during the term of this Lease, regardless of whether such Claim arises during or after the Term of the Lease. The

provisions of this Section shall survive the expiration or termination of this Lease.

Notwithstanding any other provision of this Lease, Lessee shall not be responsible for the remediation or indemnification in relation to Hazardous Materials that were present in, on, or under, the Premises prior to the Commencement Date, or which have migrated onto, or under, the Premises from adjacent properties.

9. Lessee's Covenants. Lessee covenants and agrees it shall:

- 9.1. Pay rent when due without notice or demand;
- 9.2. Maintain the Premises in a clean, safe and good condition and return the Premises to Lessor at the Termination Date in accordance with Paragraph 14 hereof;
- 9.3. Comply with all statutes, codes, ordinances, rules and regulations applicable to the Premises;
- 9.4. Give Lessor prompt notice of any accident, damage, destruction, or occurrence affecting the Premises;
- 9.5. At its sole cost and expense, promptly perform all maintenance and repairs to the Premises;
- 9.6. Lessee shall keep the Premises free and clear of all liens of any kind. If any such liens are filed against the Premises, Lessee shall cause the same to be discharged of record either by payment of the claim or by posting and recording the bond contemplated by California Civil Code Section 3143, within 20 days after demand by Lessor. Lessee shall indemnify, hold harmless, and defend Lessor from and against any such liens.; and
- 9.7. Lessor shall have access to the Premises for inspection and necessary maintenance with 24 hours prior notice by telephone or email. Lessor will make reasonable efforts to coordinate with Lessee to arrange a mutually agreeable time for Lessor to access the Premises for inspection and necessary maintenance. Notice and coordination are not required in case of emergencies.

10. Damage.

10.1. Scope of Damage. Lessee shall notify Lessor in writing immediately upon the occurrence of any damage to the Premises which makes the Premises untenable (a "Casualty"). Such damage shall be deemed partial if it can be repaired and the Premises made tenable within 180 days and does not occur during the last year of the Term ("Partial Damage"). All damage other than Partial Damage shall be deemed to be total destruction ("Total Destruction").

10.2. Total Destruction. In the event of Total Destruction, the Lease shall terminate as of the date of the Casualty ("Casualty Date").

10.3. Partial Damage. In the event of Partial Damage, Lessor shall elect in a written notice to Lessee within 60 days of the Casualty Date whether to restore the Premises, at Lessor's expense, to their condition prior to the Casualty Date. If Lessor elects to restore the Premises, Lessor shall diligently pursue such restoration to completion at Lessor's sole cost and expense, provided that Lessee shall be responsible for the restoration, at Lessee's expense, of Lessee's fixtures, equipment and other improvements installed by Lessee. Upon such an election, this Lease will remain in effect. If Lessor elects not to restore the Premises, this Lease shall terminate as of the date of Lessor's election.

If the Premises are untenable in whole or in part following such damage, the Rent payable hereunder during the period in which they are untenable shall be abated proportionately, during the time and to the extent the Premises are unfit for occupancy.

10.4. Lessee's Costs. If Lessor restores the Premises, Lessee shall reimburse Lessor for the deductible or self-insured retention under any of Lessor's insurance policies and, if the Casualty was caused or contributed to by Lessee or Lessee's invitees, the excess of the cost to restore the Premises over the amount of the insurance proceeds from the Lessor's insurance. Lessee shall have no right to any insurance proceeds other than proceeds that Lessee obtains with respect to Lessee's personal property and fixtures. If this Lease is not terminated, the base Rent shall abate in proportion to the Premises damaged until the Premises are restored.

11. Condemnation. If all or part of the Premises is acquired by eminent domain or by purchase in lieu thereof, Lessee shall have no claim to any compensation awarded for the taking of the Premises or any portion thereof, including Lessee's leasehold interest therein or any bonus value of this Lease, or to any compensation paid as severance damages, or for loss of or damage to Lessee's alterations or improvements, except as may be expressly provided in this Lease.

12. Insurance. Lessee, at its discretion, may purchase insurance for this Lease. Lessor recommends that Lessee purchase liability insurance to insure them against loss. Any insurance purchased by the Lessor covering the Premises or its contents will not provide any coverage for any property belonging to the Lessee. If the Lessee wishes such coverage for its property or for loss of Premises as a result of fire or other casualty, then Lessee will be solely responsible for purchasing same.

13. Cancellation. Notwithstanding the provisions set forth in Paragraphs 2 and 2.1 herein, Lessee and Lessor shall have the right to cancel this Lease upon giving ninety (90) days written notice of its intent to cancel to the other party. If during the Term of this Lease, Lessor receives sufficient funding to utilize the Premises as a fire station, Lessee will use its best efforts to vacate the Premises earlier than the required ninety day notice period.

14. Surrender. Upon the expiration or earlier termination of the Lease, Lessee shall surrender the Premises to Lessor in good order, condition, and repair, ordinary wear and tear excepted. Lessee shall, at its sole cost and expense, remove any and all of Lessee's personal property stored in the Premises, including furniture, furnishings, movable partitions and other fixtures,

and improvements or alterations approved by Lessor. All fixtures and improvements not removed shall become the property of the Lessor.

If Lessee shall fail to remove any of its property, Lessor may, at Lessor's option, retain either any or all of the property, and title thereto shall thereupon vest in Lessor without compensation to Lessee; or remove all or any portion of the property from the Premises and dispose of the property in any manner, without compensation to Lessee. In the latter event, Lessee shall, upon demand, pay to Lessor the actual expense of such removal and disposition and the repair of any damage to the Premises resulting from or caused by such removal.

Further, Lessor may, by written notice given to Lessee on not less than 10 days prior to the expiration or termination of the Lease, designate by written notice to Lessee those alterations, decorations, additions or improvements that shall be removed by Lessee at the expiration or termination of this Lease, and Lessee shall, at its own cost and expense, promptly remove the same and immediately repair any damage to the Premises caused by such removal.

If Lessee fails to do so, Lessor may perform such removal and restoration work in which case Lessee shall pay Lessor within 30 days after demand therefor the cost of removal of such improvements. Lessor shall use reasonable diligence on the removal of such improvements.

15. Notice. All notices, demands, requests, consents, approvals, offers, statements, invoices, and other instruments or communications required or permitted to be given hereunder in writing shall be deemed to have been given when delivered or when mailed by first class mail, postage prepaid, addressed to Lessor or Lessee as follows

As to Lessee: Town of Discovery Bay
 Attention: General Manager
 Town of Discovery Bay CSD
 1800 Willow Lake Road
 Discovery Bay, CA 94505-9376

As to Lessor: East Contra Costa Fire Protection District
 150 City Park Way
 Brentwood, CA 94513
 Attn: Fire Chief

16. Attorney' Fees. If either party brings any action against the other to enforce any provision of this Lease or collect any sum due hereunder, or if Lessor brings an action for unlawful detainer of the Premises, the prevailing party shall be entitled to recover its costs, including reasonable attorneys' fees, in addition to any other remedies to which it may be entitled.

17. Amendments. This Lease shall not be modified except by written agreement of the parties.

18. Non-Waiver. Lessor's failure to enforce or exercise its rights with respect to any provision hereof shall not be construed as a waiver of such rights or of such provision. Acceptance of Rent or any other sum shall not be a waiver of any preceding breach by Lessee of any provision hereof, regardless of Lessor's knowledge of such preceding breach at the time of acceptance of such Rent; nor shall such acceptance be a waiver in any way of Lessor's right to terminate this Lease for any reason. Similarly, no waiver by Lessee of a default or a breach of any term, covenant or condition hereof by Lessor shall be deemed a waiver of any other term, covenant or condition hereof, or of any subsequent default or breach by Lessor of the same or any other term covenant or condition hereof.

19. Severability. If any provision of the Lease or any application thereof shall be invalid or unenforceable, the remainder of the Lease and any other application of such provision shall not be affected thereby.

20. Time of Essence. Time is of the essence of each provision of this Lease. Unless otherwise stated herein, any reference to "days" shall mean calendar days except as otherwise expressly provided in this Lease.

21. Entire Agreement. This Lease sets forth the entire agreement between the parties with respect to the leasing of the Premises and supersedes all prior and/or contemporaneous agreements, communications, and representations, oral or written, express or implied, since the parties intend that this be an integrated agreement.

22. Successors and Assigns. Subject to the provisions of this Lease relating to assignment, mortgaging and subletting, this Lease shall bind the heirs, executors, administrators, successors and assigns of any and all of the parties hereto.

23. Third Party Beneficiaries. This Lease does not confer any benefits on any third party.

24. Authority. Each individual executing this Lease on behalf of Lessee represents and warrants that he or she is duly authorized to execute and deliver this lease on behalf of Lessee, and that this Lease is binding upon Lessee in accordance with its terms. Lessor, as a condition precedent to this Lease, may require corporate or partnership resolutions as are reasonably necessary to establish the authority of Lessee to execute this Lease.

25. Governing Law. This lease shall be governed by and construed in accordance with the laws of the Town of Discovery Bay and the State of California.

26. Counterparts. This Lease may be executed in counterparts.

27. Indemnification. Lessee shall hold harmless and indemnify Lessor from and against any and all liabilities, penalties, losses, damages, costs, loss of rent, expenses, demands, causes of action, claims or judgments (collectively, "Liabilities") arising out of or in connection with (a) the use, maintenance, occupation, alteration, or improvement of the Premises by Lessee, (b) any act, omission or neglect of Lessee, Lessee's officers, employees, agents, servants, sublessees, concessionaires, contractors or visitors, and/or (c) any breach or default by Lessee of any of the

terms, covenants or conditions of this Lease; provided, however that with respect to any Liability under sub-sections (a) and/or (b) above, Lessee shall not be obligated to indemnify the Lessor for any Liability caused by the negligence or negligent omissions of the Lessor. The duty to defend established herein shall include payment of all legal costs and charges, including reasonable attorney's fees. Lessee waives any and all rights to any type of express or implied indemnity against Lessor, its directors, officers or employees. The provisions of this Section shall survive the expiration or termination of this Lease.

IN WITNESS WHEREOF, the parties hereto have executed this Lease as of the day and year set forth above.

LESSOR:

Date

Brian Helmick, Interim Fire Chief
East Contra Costa Fire Protection District

Approved as to form:

Date

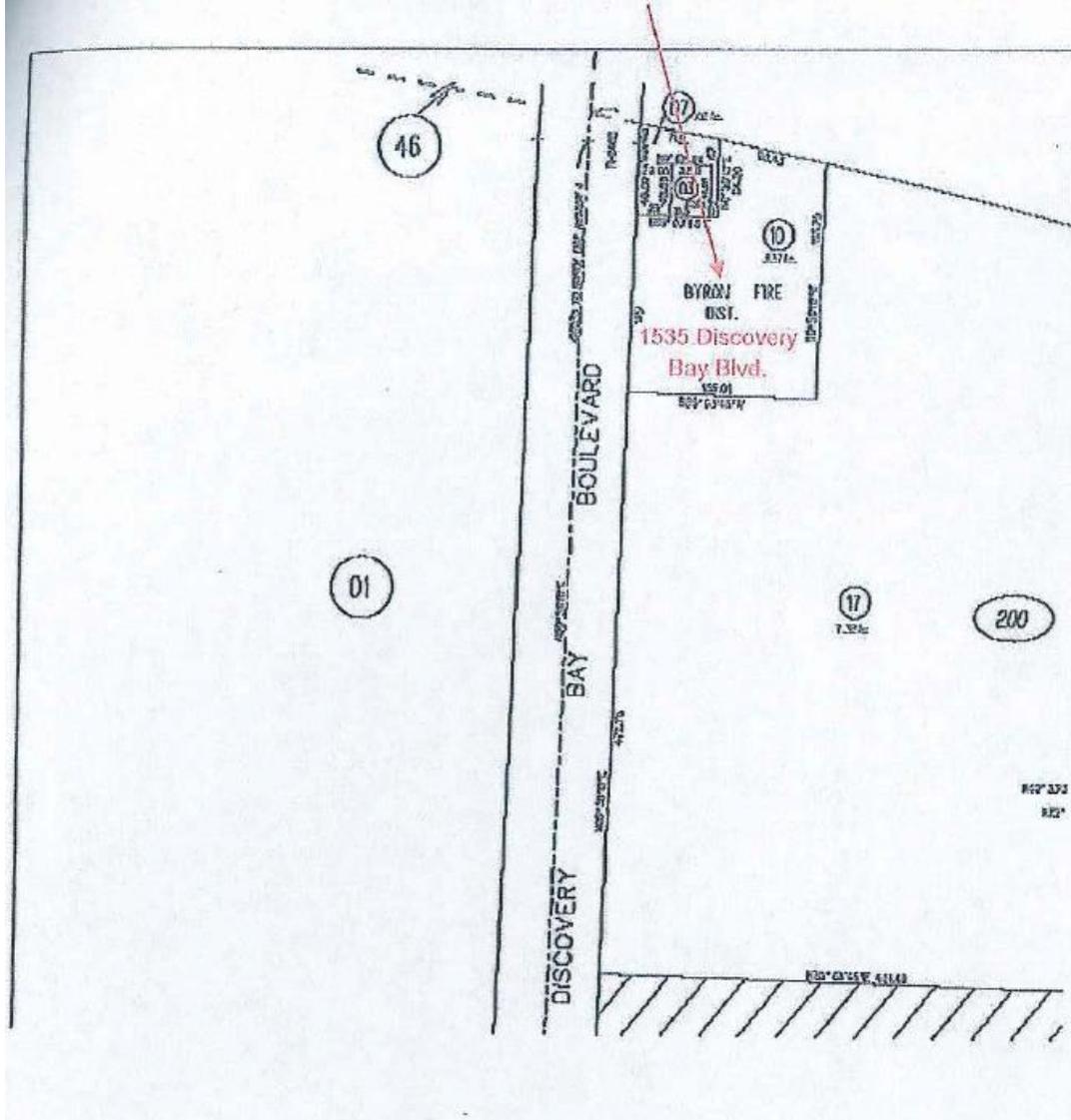
Shayna van Hoften, Legal Counsel
East Contra Costa Fire Protection District

LESSEE:

Date

Mike Davies, General Manager
Town of Discovery Bay Community
Services District

Exhibit "A"
Premises Map





Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 21, 2017

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title:

Approval of contract extension of the Luhdorff & Scalmanini Contract Engineers (LSCE) Contract for services into Fiscal Year 2017-2018.

Recommended Action:

Approve the Contract with Luhdorff & Scalmanini Contract Engineers to continue to provide Contract Engineering Services for the Water Division of the Town of Discovery Bay.

Executive Summary:

Luhdorff & Scalmanini Contract Engineers provide the District with the needed Engineering work for the Water Services Division of the Town of Discovery Bay. In the coming fiscal year the Capital Improvement Project list request services from LSCE to perform and provide support for a number of projects under the following categories:

- Water Supply Capacity,
- Upgrades and Maintenance to the Existing Water Supply,
- Water Distribution System,
- Ground Water Basin Management,
- Water Distribution & Maintenance System upgrades, and the
- Water Meter Completion Project.

Enclosed is LSCE's proposed budget extension for a continuation of General Engineering Service's contract for FY 2017/18. A main component of work under the General Engineering Services has been to provide assistance to the District with the Water Meter Installation Project. The enclosed scope of work and proposed budget is to extend the assistance provided under General Engineering Services and completion of the Water Meter Project in FY 2017/18.

The attached budget worksheets provide the basis for budget estimates by task. These budgets estimates are considered appropriate and as a not-to-exceed amount. The proposed project sum presented below includes LSCE's labor under each task and miscellaneous expenses. LSCE will continue to bill monthly for labor and materials, only as incurred, in accordance with LSCE's schedule of fees.

The scope of the general services tasks are:

General Engineering Services (Tasks 11-15; see attached budget documentation) \$43,000

Meter Project Assistance (Tasks 16a-16d; see attached budget documentation) \$182,000

Total \$225,000

Fiscal Impact:

Amount Requested \$225,000

Sufficient Budgeted Funds Available?: Budgeted in FY 17/18

Prog/Fund # Category: Contract Services & Project #115

Previous Relevant Board Actions for This Item:

Approval of previous contract dated December 7, 2016

Attachments:

Extension of General Services Contract Scope of Work

AGENDA ITEM: C-6

June 13, 2017
File No. 16-5-106

Mr. Michael Davies and Ms. Dina Breitstein
Town of Discovery Bay
Community Services District
1800 Willow Lake Road
Discovery Bay, CA 94505

SUBJECT: Extension of General Services and Meter Project Assistance for FY 2017/18

Dear Mr. Davies and Ms. Breitstein:

Per your request, enclosed with this letter please find LSCE's proposed budget extension for a continuation of General Engineering Services contract for FY 2017/18. A major component of our work under the General Engineering Services has been to provide assistance to the District with the Water Meter Installation Project. The enclosed scope of work and proposed budget is to extend the assistance provided under General Engineering Services and completion of the Water Meter Project in FY 2017/18.

We appreciate the opportunity to provide these services to the District and would be happy to discuss the proposed scope and budget or answer any questions you may have.

Sincerely,

LUHDORFF AND SCALAMNINI
CONSULTING ENGINEERS



Justin Shobe
Senior Engineer

Enclosures

SCOPE OF WORK

FY 2017/18 General Engineering Services and Water Meter Installations

Below is an proposed scope of work to extend the contract for General Engineering Services and Assistance with the Water Meter Installation Project for Fiscal Year 2017/18.

List of Tasks for FY 2017/18 **

- Task 11 – FY17/18 General Service – Contract Administration
- Task 12 – FY17/18 General Service – Committee Meetings
- Task 13 – FY17/18 General Service – Board Meetings
- Task 14 – FY17/18 General Service – Regulatory and Permitting Assistance
- Task 15 – FY17/18 General Service – Capital and Maintenance Project Assistance
- Task 16a – FY17/18 Meter Project Assistance – Project Management
- Task 16b – FY17/18 Meter Project Assistance – Database Management
- Task 16c – FY17/18 Meter Project Assistance – Construction Management
- Task 16d – FY17/18 Meter Project Assistance – Inspections

** (Tasks 1 – 10 were associated with the previous FY 2016/17)

Task Descriptions

FY 17/18 GENERAL SERVICES TASKS 11 – 15

The General Engineering Services involve the ongoing functions as the District Water Engineer. General task descriptions for typical activities throughout the year are provided below. Additional specific tasks may be added as needed to provide other general services requested by the District.

Task 11 – Contract Administration

- Contract development, review of invoices, timesheets, and billing associated with this contract.
- Other general administrative duties associated with contract management and other undefined services.

Task 12 – Water/Wastewater Committee

- Attend and participation in monthly Water/Wastewater Committee meetings for coordination with District staff and Board members to discuss ongoing activities related to: planning, current and future capital projects, financial planning, logistical planning, operation and maintenance, compliance with regulations and District policy.
- Review and interact with the District staff and Board of Directors regarding implementation and management of capital projects, maintenance activities, standard operating procedures, and District standards and policies related to the water system.
- Review and comment on the water system budgets including capital improvement projects, operation and maintenance, and other expenses.

- Includes preparation of agenda, monthly reports, pre-meeting planning, and developing any necessary supporting exhibits.
- Attendance at Committee Meetings is assumed to be monthly. In addition, phone conferences and other coordination is assumed to take place between monthly meetings.

Task 13 – Board Meetings

- Attend Board meetings, upon request of District staff, to deliver staff reports and/or presentations to the Board of Directors related to water system items.
- Includes preparation of Staff Report, Power Point presentations, and any necessary supporting exhibits.
- This is an infrequent occurrence, assumed to be three (3) Board meetings per year.

Task 14 – Regulatory and Permitting Assistance

- Assist with regulatory compliance or water system-related permitting to the State of California or other agencies. Review pertinent regulations, reporting and changes in regulations, and assist the District with preparing reports to be compliant with regulations.
- Recent activities included assistance with reporting requirements under the Emergency Drought Regulations and the Water Supply Audit (SB 555).
- Annual activities conducted by LSCE every year includes: collection of groundwater levels and preparing of reports under the CASGEM Program; and preparing and/or review of the District's NPDES annual reporting under a recent update of the NPDES permit.

Task 15 – Capital and Maintenance Project Assistance

- Assist as needed with capital or maintenance projects. Provide engineering guidance and management to identify and develop necessary projects. Evaluate objectives/needs, budgetary cost estimates, potential permitting requirements, and preliminary engineering analysis.
- Examples of work in prior years include: evaluation of impacts to District water mains from a customer installing dock pilings near a bay crossing; evaluation and calculations for drainage upgrades at Newport Drive Water Treatment Plant; assistance with site evaluations for new water supply wells; and evaluation for the priority and need of maintenance and capital projects.

FY 17/18 WATER INSTALLATION PROJECT ASSISTANCE TASKS 16a – 16d

LSCE has been providing assistance with the Water Meter Installation Project at the request of the District. LSCE was directed by the District to conduct this work under the General Engineering Services contract, which is summarized below.

In September 2016, LSCE assisted with the preparation of construction documents and solicitation of contractor qualifications and bids. Bids were opened on October 31, 2016. The District awarded the contract to the qualified low-bidder. In November 2016, the District requested LSCE to provide overall program management and construction management during installation of water meters. At that time, LSCE provided a budget estimate to provide construction administrative duties and resident inspections, and an amendment to the General Engineering Services contract was made to include LSCE's construction assistance.

In January 2017, the District instructed LSCE that each property will assigned a cost for all direct work conducted onsite, and that the inspections must include detailed information to track installation and cost for each individual property. As a result, LSCE developed an inspection protocol and a database system that would enable thorough record keeping associated with work conducted on each property. Tracking costs by property was not considered in the original budget estimate for the project.

The original deadline for the project was July 2017 to meet the District's objective. Delays have occurred that put the actual completion date beyond July 2017, including an initial delay by the District in issuing a Notice to Proceed and inclement weather delays in the winter/spring rainy season. In addition, there have been substantial infrastructure repairs that have occurred with the water meter installations, which delay progress of installing meters. The project is anticipated to be completed by December 2017. It is anticipated that most installations will be completed by September 2017, followed by a final phase to address problematic/difficult installations that have been skipped by the Contractor.

The following services are anticipated for the remainder of the project that will occur in FY 17/18, to be extended under the existing contract. The budget estimate provided below assumes these tasks will be conducted through December 2017 to the completion of the project.

Task 16a – Project Management

- Conduct overall management and coordination amongst the meter team that includes District staff and LSCE staff. Conduct internal staff meetings to discuss progress, schedules, and construction or inspection issues.
- Evaluate monthly progress payments from the contractor. Reconcile discrepancies between the inspection database and contractor records. Prepare a summary budget report and authorization of contractor payment after all discrepancies are resolved.
- Evaluate change orders and inspection records to reconcile and evaluate issues in construction.
- Provide accounting of Resident Costs and District Infrastructure Repair costs. Prepare summaries and reports on expenditures and budgets throughout the project.
- Conduct monthly coordination meetings with the contractor and construction management team.
- Provide weekly updates to District staff on the progress, including mapping and discussion of issues.

- Coordinate with District public field services for construction-to-resident preferences or deficiencies that must be corrected. Coordinate also with the development of letters to residents to acquire preferences on the final phases of work that will involve driveway installations (Type 3) and difficult installations.

Task 16b –Database Management

- LSCE recognizes the District is tracking costs by parcel. In addition, the contractor payment is based upon the quantity of each “type” of installation. LSCE developed and will continue to maintain the database system for this project to enable tracking of the installation details and costs for each parcel.
- The data collected by parcel includes (but not limited to) the date, address/APN verification, meter type, box type, service size, new vs/ re-used boxes, inspection notes, delineation of any extra work items and specific details pertaining to each extra work item, including a description of the extra work and the time and material associated.
- Database management includes the quality assurance and quality control. Upkeep is required to identify and fill-in any missing information not entered by inspectors, verify addresses are corrected between installations and extra work costs, update cost information for change orders by parcel, and prepare regular summary reports and maps.

Task 16c – Construction Management

- Oversee inspector activities and inspection staffing.
- Visit the site regularly, as needed, to discuss the current activities with inspectors and construction crew.
- Discuss the look-ahead schedule and coordinate work with District staff.
- Discuss and resolve any problematic change orders or construction issues.
- Communicate regularly with field crews.

Task 16d – Inspections

- Daily resident inspection is required during meter installations to supplement and assist the District Resident Inspector.
- Meet with field crew and District Resident Inspector each morning to survey work.
- Document daily crew size and work staging.
- Develop database records throughout the day on each parcel.
- Verify meter types and box installations.
- Conduct visual drip inspections.
- Evaluate contractor extra work items and document time and material.
- Contact appropriate staff in the event of construction issues or customer complaints.
- Budget assumes inspections will be 90% of the construction working days (some days LSCE inspector will not be needed due during AMS repairs and “Difficult” installations).

Proposed Budgets for FY 2017/18

Task	Budget Estimate
General Engineering Services (Task 11 through Task 15)	\$43,000
Meter Project Assistance (Task 16a through Task 16d)	\$182,000
Total	\$225,000

LSCE's estimated budget for FY 2017/18 is provided for two separate scopes for the tasks described above: General Engineering Services and Water Meter Project Assistance. See the attached Budget Estimate Worksheets that provide the basis for budget estimates for each task. These budget estimates are considered suitable as a not-to-exceed amount. The proposed project sum presented above includes LSCE's labor under each task and miscellaneous costs for travel and miscellaneous expenses. LSCE will bill monthly for labor and materials, only as incurred, in accordance with LSCE's Schedule of Fees.

Budget Estimate Worksheet

Client: Town of Discovery Bay CSD
 Project: General Services FY 17-18
 Estimated By: Shobe
 Date: 17 May 2017

Luhdorff & Scalmanini
 Consulting Engineers
 Woodland, CA

Task	LSCE Billing Level	Senior Professional	Project Professional	Project Professional	Staff Professional	Summary
	(2016 Billing Rates) Billing Rate (\$/Hr)	\$175	\$167	\$135	\$125	
11 Contract Administration	Labor					
	LSCE (hours)	15				
	LSCE (cost)	\$2,625			\$0	\$2,625
	Miscellaneous					
	Travel					\$0
	Subsistence					\$0
	Subtotal		---			\$2,625
12 Committee Meetings	Labor					
	LSCE (hours)	80				
	LSCE (cost)	\$14,000				\$14,000
	Miscellaneous					
	Travel					\$1,056
	Subsistence					\$40
	Subtotal		---			\$15,100
13 Board Meetings	Labor					
	LSCE (hours)	30				
	LSCE (cost)	\$5,250				\$5,250
	Miscellaneous					
	Travel					\$264
	Subsistence					\$60
	Subtotal		---			\$5,570
14 Regulatory & Permitting Assistance	Labor					
	LSCE (hours)	20		45		
	LSCE (cost)	\$3,500		\$6,075		\$9,575
	Miscellaneous					
	Travel					\$0
	Subsistence					\$0
	Subtotal		---		---	\$9,575
15 Capital and Maintenance Project Assistance	Labor					
	LSCE (hours)	20	30	12		
	LSCE (cost)	\$3,500	\$5,010	\$1,620		\$10,130
	Miscellaneous					
	Travel					\$0
	Subsistence					\$0
	Subtotal		---		---	\$10,130
TOTAL COST ESTIMATE						\$43,000

Budget Estimate Worksheet

Client: Town of Discovery Bay CSD
Project: Construction Assistance for Water Meter Project in FY 17-18
Estimated By: Shobe
Date: 17 May 2017

Luhdorff & Scalmanini
Consulting Engineers
Woodland, CA

Task	LSCE Billing Level	Senior Professional	Project Professional	Project Professional	Staff Professional	Engineering Inspector	Summary
	(2016 Billing Rates) Billing Rate (\$/Hr)	Justin Shobe \$175	Carl Wulff \$167	Lisa Lavagnino \$135	Greg Garrison \$128	J. MacDougall J. Heffernan \$90	
16a Project Management	Labor						
	LSCE (hours)	107			126		
	LSCE (cost)	\$18,725			\$16,128		\$34,853
	Miscellaneous						
	Travel						\$0
	Subsistence						\$0
	Subtotal		---			---	\$34,853
16b Database Management	Labor						
	LSCE (hours)			121			
	LSCE (cost)			\$16,335			\$16,335
	Miscellaneous						
	Travel						\$0
	Subsistence						\$0
	Subtotal		---			---	\$16,335
16c Construction Management	Labor						
	LSCE (hours)		148				
	LSCE (cost)		\$24,716				\$24,716
	Miscellaneous						
	Travel						\$1,446
	Subsistence						\$300
	Subtotal		---			---	\$26,462
16d Inspections	Labor						
	LSCE (hours)					1100	
	LSCE (cost)					\$99,000	\$99,000
	Miscellaneous						
	Travel						\$3,850
	Subsistence						\$1,500
	Subtotal		---		---	---	\$104,350
TOTAL COST ESTIMATE							\$182,000

**Town of Discovery Bay, CA
Waste & Wastewater**

MONTHLY OPERATIONS REPORT

May 2017

2832 Days of Safe Operations
133,449 worked hours since last recordable incident

TRAINING:

- **Safety**
 - **West Monthly Regional Safety Webinar**
 - **Weekly Safety Topics**
 - **Heat Stress Prevention**

REPORTS SUBMITTED TO REGULATORY AGENCIES:

- **Monthly Discharge Monitoring Report (DMR)**
- **Monthly electronic State Monitoring Report (eSMR)**
- **Monthly Coliform Report, State Water Board (DDW)**

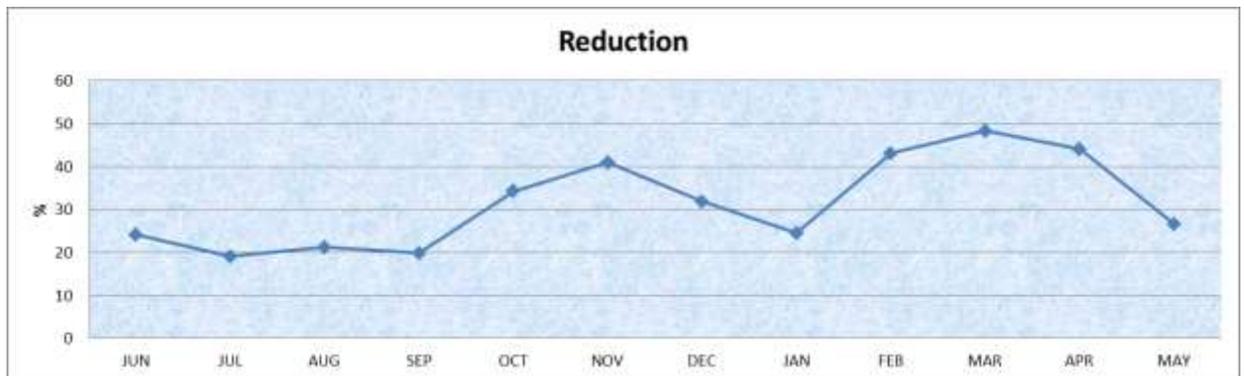
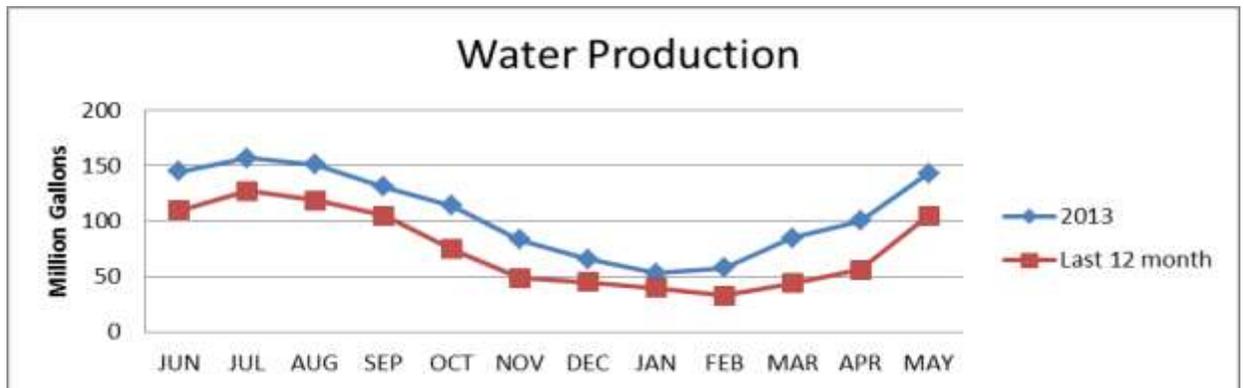
WATER SERVICES

Groundwater Well:

- 1B - Active
- 2 – Active
- 4 – Active
- 5B - Active (Standby only)
- 6 – Active
- 7 - Active

2017 Monthly Water Production Table (MG):

January	February	March	April	May	June
40	33	44	56	105	
July	August	September	October	November	December



Chemical Usage:



Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls	Fire Hydrant Flushing
• 20	• 0	• 0	• 0	• 6

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>April Lab Data</i>	<i>May Lab Data</i>
Flow, MG Effluent, monthly total		37	37
Flow, MG Daily Influent Flow, avg.	N/A	1.3	1.4
Flow, MG Daily Discharge Flow, avg.	2.35	1.2	1.2
Effluent BOD ₅ , lbs/d, monthly avg.	350	13	18
Effluent TSS, lbs/d, monthly avg.	525	13	27
Effluent BOD ₅ , mg/L, monthly avg.	20	1.4	1.8
Effluent TSS, mg/L, monthly avg.	30	1.3	2.7
Total Coli form 7 day Median Max	23	0	4
Total Coli form Daily Maximum	240	5	5
% Removal BOD ₅ , monthly avg.	85% min.	99	99
% Removal, TSS, monthly avg.	85% min.	99	98
Electrical Conductivity, umhos/cm annual avg.	2100	2065	2070

Blue – new parameter added

National Pollution Discharge Elimination System (NPDES):

NPDES Related Excursions	Permit Parameter	NPDES Parameter Limit	Actual Parameter Result
• 0	• NA	• NA	• NA

Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	7-Day Median Excursion
• 14	• 0	• 0	• 0

COLLECTION

Lift Station Status:

# of Active Lift Stations	# of Inactive Lift Stations	SSO	Wastewater Received (MG)
• 15	• 0	• 0	• 37

Performed weekly lift station inspections

Sewer System:

- 0 ft. of collection sanitary sewer line has been assessed.
- 0 ft. flushed/CCTV
- 0 manhole & covers has been inspected.

MAINTENANCE

Preventive and Corrective:



Work Order Back-Log:



Call & Emergency Responses

Call Outs	Emergencies
12	0

Personnel Hours & Overtime:

Regular Hours	Overtime
1656	52

TERMS

WWTP	WASTEWATER TREATMENT PLANT
WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
SSO	SANITARY SEWER OVERFLOW
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 21, 2017

Prepared By: Michael R. Davies, General Manager

Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Public Hearing to Approve 2015 Urban Water Management Plan.

Recommended Action

It is recommended that the Board (1) Open the Public Hearing; (2) Receive Public Input; and (3) Approve Resolution 2017-11 adopting the Town of Discovery Bay 2015 Urban Water Management Plan.

Executive Summary

The State of California requires every urban water supplier that provides over 3,000 acre-feet of water annually, or serves more than 3,000 urban connections, to prepare an Urban Water Management Plan (UWMP) every five years. The UWMP's are required to follow the guidelines issued by the California Department of Water Resources. UWMP's are intended to assess a community's historic and current water use projections and compares water supplies with demands over the next 20 years. The UWMP serves as a long-range planning document for water supply and demand and provides an overview of water supply and usage, recycled water and conservation programs.

Beginning with the 2010 UWMP, the State required establishment of water conservation measures and a 20% reduction in per-capita water consumption by the year 2020, as required in the Water Conservation Bill of 2009 SBX7-7. In the 2015 UWMP, water agencies are required to report its progress on meeting the 20% reduction target. In addition, the 2015 UWMP required preparation of a Water Loss Audit.

In 2016, the Board of Directors approved the 2010 UWMP, which was accepted as a late submittal by the State of California.

Luhdorff and Scalmanini Consulting Engineers (LSCE) has completed a draft 2015 UWMP for Board approval and adoption through Resolution No. 2017-11.

Notice of the Public Hearing was published in the East County Times on June 6, 2017 and June 13, 2017.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

May 18, 2016 - Contract to update the Urban Water Management Plan.

Attachments

- 1) Draft 2015 Urban Water Management Plan
- 2) Notice of Public Hearing Urban Water Management Plan
- 3) UWMP in the East County Times (June 6, 2017 and June 13, 2017)
- 3) Resolution No. 2017-11

AGENDA ITEM: F-1

2015 URBAN WATER MANAGEMENT PLAN

Town of Discovery Bay Community Services District



*Prepared with Assistance From
Luhdorff & Scalmanini Consulting Engineers*

May 2017

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- B DWR Standardized UWMP Data Tables
- C Public Involvement Materials
 - C - 1 Notices of UWMP Preparation
 - C - 2 Notice of Public Hearing
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- D 2015 UWMP Adoption Resolution
- E AWWA Free Water Audit Software Data Worksheets
- F TODB's Water Conservation Ordinances and Resolutions
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 - F - 3 TODB's Emergency Drought Regulations (2015-25)
 - F - 4 TODB Drought Regulation Ordinance (2016-27)
- G SB X7-7 Tables
- H June 20, 2016, Supporting Analysis on Groundwater Conditions 2016 Self-Certified Water Conservation Standard, Luhdorff & Scalmanini Consulting Engineers

List of Abbreviations

ac-ft	Acre-Feet
CASGEM	California Statewide Groundwater Elevation Monitoring
CIP	Capital Improvement Plan
CUWCC	California Urban Water Conservation Council
CWC	California Water Code
CDP	Census Designated Place
CSD	Community Services District
DMM	Demand Management Measure
DWR	Department of Water Resources
EDU	Equivalent Dwelling Unit
gpcd	Gallons per Capita per Day
gpm	Gallons per Minutes
gpm/ft	Gallons per Minute per Foot of Drawdown
LSCE	Luhdorff & Scalmanini Consulting Engineers
µS/cm	Micro-Siemens per Centimeter
MCL	Maximum Contaminant Level
MG	Million Gallons
MGD	Million Gallons per Day
MGY	Million Gallons per Year
MOU	Memorandum of Understanding Regarding Urban Water Conservation in California
NPDES	National Pollutant Discharge Elimination System
RWQCB	Regional Water Quality Control Board
SBX7-7	Senate Bill SBX7-7, Water Conservation Bill of 2009
TDS	Total Dissolved Solids
TODB	Town of Discovery Bay Community Services District (District)
UV	Ultraviolet
UWMP	Urban Water Management Plan
WDR	Waste Discharge Requirements
WMP	Water Master Plan

WTP Water Treatment Plant
WWTP Wastewater Treatment Plant
WRCC Western Regional Climate Center

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Chapter 1 - Introduction and Overview

1.1 Background and Purpose

Urban Water Management Plans (UWMPs) are State-mandated water supply planning documents required by the Department of Water Resources (DWR) to be completed every five years by all urban water suppliers that have 3,000 or more service connections or supply 3,000 or more acre-feet of water per year. The Town of Discovery Bay Community Services District (District) prepared this 2015 UWMP to comply with the *UWMP Act (California Water Code Division 6, Part 2.6, Sections 10610 through 10657)* and the *Water Conservation Bill of 2009 (SBX7-7)*. The California Department of Water Resources prepared a 2015 *UWMP Guidebook for Urban Water Suppliers* (Guidebook), which was utilized to ensure that this 2015 UWMP complies with the state legislative requirements. Appendix A provides a completed UWMP Checklist per the Guidebook.

The purpose of the UWMP is to direct long-term resource planning to ensure adequate water supplies meet existing and future demands over a 20-year planning horizon and under various drought and water shortage scenarios. Furthermore, with goals set forth in the *Water Conservation Bill of 2009* to reduce urban per-capita water use by 20% by 2020, each urban water supplier was required to set targets for water supply reduction in the 2010 UWMP.

This 2015 UWMP presents updates to the interim water use targets that were established in the 2010 UWMP, in addition to updating other aspects of the 2010 UWMP such as population growth, water deliveries and uses, water supply sources, efficient water uses, and water demand management measures (DMMs) with implementation strategies and schedules. Finally, the 2015 UWMP is required to include a water loss audit using American Water Works Association (AWWA) Free Water Audit Software.

The 2015 UWMPs were due July 1, 2016. The District is submitting this plan retroactively in order to define its base water use and water use targets to comply with the requirements of the State legislature. This 2015 UWMP is prepared as an update to the 2010 UWMP and includes data up to 2015.

1.2 Urban Water Management Planning and the California Water Code

The Urban Water Management Planning Act of 1983 (Act) is described in the California Water Code Division 6, Part 2.6, Sections 10610 through 10657. Within the California Water Code (CWC) Section 10620(d)(2), it requires the urban water supplier to coordinate the preparation of the UWMP with other appropriate agencies in the area to the extent practical. Furthermore, CWC Section 10642 requires the water supplier to make the UWMP available for public inspection and hold a public hearing. The hearing should include specific discussion of the UWMP with regard to the present and proposed future measures, programs, and policies to help achieve the water use reductions goals.

In accordance with the code requirements, the District will schedule a public hearing to review, consider changes and adopt the 2015 UWMP. At least 60 days prior to the public hearing to review and adopt the UWMP, TODB will notify nearby applicable agencies of the intent to adopt the 2015 UWMP.

1.3 Urban Water Management Plans in Relation to Other Efforts

Water management is accomplished through multiple means such as city and county General Plans, Water Master Plans, Groundwater Management Plans, and others. Each of these planning efforts is greatly enhanced when it relies upon the information found in the other documents. This UWMP incorporates information and data from these sources as appropriate.

1.4 UWMP Organization

This report is organized into the following sections as outlined in the 2015 Guidebook:

1. Overview of the Act and a summary of the sections in this UWMP
2. Overview of the UWMP preparation
3. Description of the service area, climate, water supply facilities, distribution system, and historical and projected population
4. Historical and projected water use
5. Baselines and targets for per capita water use
6. System water supplies including recycled water
7. Water supply reliability
8. Water shortage contingency plan
9. Demand management measures employed by the City
10. Plan adoption, submittal, and implementation

A checklist of these required elements addressed in this UWMP is provided in **Appendix A**. This checklist specifies where each item is located in this UWMP.

Chapter 2 - Plan Preparation

2.1 Basis for Preparing a Plan

The Town of Discovery Bay Community Services District is a retail urban supplier that supplies more than 3,000 service connections with more than 3,000 ac-ft of water per year. Both of these elements qualify the District to complete an UWMP to comply with the CWC. Table 2-1 presents the system's name, number, number of municipal connections, and volume of water supplied in 2015.

Table 2-1. Retail: Public Water Systems

Table 2-1 Retail Only: Public Water Systems			
Public Water System Number	Public Water System Name	Number of Municipal Connections 2015	Volume of Water Supplied 2015 (MG)
CA 0710009	Town of Discovery Bay Community Services District	5,947	852
TOTAL		5,947	852

2.2 Regional Planning

The District has selected individual reporting for this UWMP since its water supply is not influenced by other water purveyors.

2.3 Individual or Regional Planning and Compliance

The District has elected to complete an individual UWMP covering its service area in compliance with the CWC.

Table 2-2. Plan Identification

Table 2-2: Plan Identification		
Select Only One	Type of Plan	Name of RUWMP or Regional Alliance <i>if applicable</i> <i>drop down list</i>
<input checked="" type="checkbox"/>	Individual UWMP	
<input type="checkbox"/>	Water Supplier is also a member of a RUWMP	
<input type="checkbox"/>	Water Supplier is also a member of a Regional Alliance	
<input type="checkbox"/>	Regional Urban Water Management Plan (RUWMP)	
NOTES:		

2.4 Fiscal or Calendar Year and Units of Measure

This UWMP is reported on a calendar year basis using million gallons (MG) as the unit of measure, as shown in Table 2-3.

Table 2-3. Agency Identification

Table 2-3: Agency Identification	
Type of Agency (select one or both)	
<input type="checkbox"/>	Agency is a wholesaler
<input checked="" type="checkbox"/>	Agency is a retailer
Fiscal or Calendar Year (select one)	
<input checked="" type="checkbox"/>	UWMP Tables Are in Calendar Years
<input type="checkbox"/>	UWMP Tables Are in Fiscal Years
If Using Fiscal Years Provide Month and Date that the Fiscal Year Begins (mm/dd)	
Units of Measure Used in UWMP (select from Drop down)	
Unit	MG
NOTES:	

2.5 Coordination and Outreach

The District only provides water from its groundwater wells to the TODB. No water is purchased from a wholesale water supplier.

Table 2-4. Retail: Water Supplier Information Exchange

Table 2-4. Retail: Water Supplier Information Exchange
The retail supplier has informed the following wholesale supplier(s) of projected water use in accordance with CWC 10631.
Wholesale Water Supplier Name <i>(Add additional rows as needed)</i>
N/A

The Act requires the District to coordinate the preparation of its UWMP with other appropriate agencies in the area, including other water suppliers that share a common source, water management agencies, and relevant public agencies to the extent practicable. The District has coordinated this UWMP with other agencies and communities as summarized in Table 2-5.

Coordination efforts were conducted to: (1) inform other agencies of the District’s activities, (2) gather high-quality data for use in developing the UWMP, and (3) coordinate planning activities with other related regional plans and initiatives.

Table 2-5. Coordination with Appropriate Agencies for Plan Preparation

Table 2-5. Coordination with Appropriate Agencies for Plan Preparation							
Coordinating Agencies ^{1,2}	Participated in developing the plan	Commented on the draft	Attended public meetings	Was contacted for assistance	Was sent a copy of the draft plan	Was sent a notice of intention to adopt	Not involved / No information
Contra Costa Water District					X	X	
East Contra Costa Irrigation District					X	X	
City of Brentwood					X	X	
Diablo Water District					X	X	
Contra Costa County					X	X	
General Public			X		X	X	
¹ Indicate the specific name of the agency with which coordination or outreach occurred.							
² Check at least one box in each row.							

Chapter 3 - System Description

3.1 General Description

The Town of Discovery Bay is located adjacent to the Sacramento-San Joaquin Delta (Delta) and is approximately twenty miles due west of the city of Stockton and six miles southeast of the city of Brentwood off State Highway 4. The Town of Discovery Bay is a largely residential community with limited commercial development and institutional facilities. There is no industrial land-use within Discovery Bay. The community was developed and constructed within a network of man-made lakes and channels that are connected to the Delta and is known for its recreational activities.

The levees and waterways within Discovery Bay are managed and maintained by Reclamation District 800, the California Department of Boating and Waterways, and the US Army Corps of Engineers. The system is defined by relatively flat topographies with mean sea level elevations ranging from 5 feet to 15 feet across the entire system.

The Town of Discovery Bay is an unincorporated community that operates as a Community Services District, formed in 1998, and is governed by a 5-member elected Board of Directors. Prior to the formation of the Community Services District, the developments were privately owned and the water system was managed by the Sanitation District No. 19. The first developments in the Town of Discovery Bay were constructed in the early 1970's as a resort community. Today, the Town is primarily a year-around community with approximately 14,900 residents.

The Town of Discovery Bay Community Services District (TODB) serves as the Town's local government tasked with providing and maintaining the municipal public water (water supply, treatment and distribution) and wastewater systems (collection, transmission and treatment) to approximately 5,950 homes and businesses. The District also manages the Town's common landscaping and recreation zones. The Board has no land-use or zoning authority, however, it advises County of Contra Costa on decisions related to municipal services not provided by the TODB.

3.2 Service Area Boundary Maps

The District's public water system derives all of its water supply from six active groundwater supply wells. Raw water from the wells is delivered and treated at two water treatment plants (WTPs): the Newport WTP and the Willow Lake WTP. Storage tanks are located at each plant to provide operational equalization and reserves for fire flow. Booster facilities draw upon the storage tanks to provide the flow and pressure required in the interconnected distribution system. Each water treatment plant is equipped with standby generators to operate the facilities in the event of prolonged power outages. The distribution system consists of a network of piping that varies in material, age, and size (ranging in diameter from 6-inch through 20-inch). The system operates as one pressure zone.

Figure 3-1 provides a map of the water system including service area boundary, water supply sources, water treatment plants, and distribution piping. Details of the water system are discussed below.

3.2.1 Potable Water Service Area

Discovery Bay is predominately a residential community, with some commercial, institutional and irrigation water uses. There is no industrial water use. Through 2015, the District serves potable drinking water to approximately 14,900 people via 5,947 service connections. Of those, 5,795 are residential services, 56 are commercial and institutional, and 96 are landscape irrigation (e.g. parks, greenbelts, etc.).

The District prepared a 2010 Water Master Plan¹ (WMP) that covered a ten-year planning horizon. It was assumed that growth in that period would be driven by housing development plans from local developers. There was also minor infill of vacant undeveloped lots within existing neighborhoods. The District defined the areas of growth and provided an estimated schedule for completion based on input from the developers. The future developments would build-out the existing service area boundary with some growth planned to occur outside the existing service area boundary.

In preparing this UWMP, the District provides updates to the historical number of service connections reported in the 2010 WMP and projections of population growth. In 2015, the District had 5,947 total service connections serving a population of 14,895. By 2020, the District projects a total of 6,914 service connections serving a population of 18,500.

3.2.2 Water Supply Wells

The six active groundwater supply wells deliver groundwater to the treatment plants through dedicated raw water pipelines (Wells 1B, 2, 4A, 5A, 6, and 7). Wells 1B, 2, and 6 deliver water to the Willow Lake WTP. Wells 4A, 5A, and 7 deliver water to the Newport WTP. Well 2 is the oldest active well, constructed in 1971. Wells 1B, 4A and 5A were constructed between 1991 and 1996. Well 6 was constructed in 2009. Well 7 is the newest well, constructed in 2015.

The combined Well capacity is approximately 9,700 gpm. As presented in the 2010 WMP, Well 7 was constructed per the District's Capital Improvement Plan (CIP) as a backup supply well to meet current and future water demands with the largest producing supply well offline.

3.2.3 Water Treatment Plants and Storage

In the early 2000s, the District constructed two centralized water treatment facilities for removal of iron and manganese in the groundwater. The facilities are known as the Willow Lake Water Treatment Plant (WTP) and the Newport WTP. The treatment process is the same at both plants: raw water is chemically oxidized and filtered through manganese-greens and media filters and then stored in onsite reservoirs after treatment. Booster pumping stations draw from the reservoirs to maintain a pressurized water distribution system. Each treatment plant is equipped with a 750-

¹ 2012, Luhdorff & Scalmanini Consulting Engineers, Discovery Bay 2010 Water Master Plan

kilowatt, diesel-powered backup generator, which can provide power to the entire treatment plant in the event of power outages.

The combined treatment capacity of both water treatment plants is 6,550 gpm. The combined storage capacity of the system is 2 million gallons. A new 850 gpm filter will be added to the Willow Lake WTP and an additional 0.275 million gallons of additional storage will be added to the Newport WTP per the District's CIP in order to meet water demands projected to the 2020-21 fiscal year.

3.2.4 Water Distribution System

The distribution system has approximately 50 miles of mainline piping ranging in size from 6-inch to 20-inch in diameter. A majority of the system is 8-inch pipe, with 12-inch and 16-inch arterial mains. The system contains approximately 18 miles of asbestos cement (AC) pipe, 31 miles of PVC pipe, and about 1 mile of cement and mortar lined cast iron and ductile iron pipe. The 2010 WMP indicated that future subdivisions would add approximately 6.5 miles of pipeline to the system.

3.2.5 Service Area Changes

There are several developments within the Town of Discovery Bay as part of the growth forecasts and water master planning. One development in particular would result in a modification to the Service Area; this development is known as the Pantages and it consists primarily of 292 single-family residential housing units. The Pantages project has completed a Draft and Final Environmental Impact Report (EIR) that involved public comment. Annexation for the project is still not complete.

3.3 Service Area Climate

The climate in Discovery Bay consists of cool and humid winters and hot and dry summers, characteristic of the areas surrounding the Sacramento-San Joaquin River Delta. Though climate data is not recorded in Discovery Bay, historic climate data sets are available for nearby cities. The weather station used in this UWMP is located in the City of Antioch, located approximately 20 miles northwest of Discovery Bay. Climate data is available for this station from 1955 on the Western Regional Climate Center (WRCC)² website. Average temperatures range from 37°F to 91°F, but the extreme low and high temperatures have been 18°F and 117°F, respectively. The rainy season typically starts in November and ends in March, with some rain events occurring as early as September or as late as May. During the rainy season, average monthly precipitation is about 2 to 3 inches, and monthly precipitation has ranged from 0 to 9 inches. Average annual precipitation is 13 inches, and the maximum is 29 inches.

High water demand for the TODB is correlated with the hot and dry summers. Private landscape irrigation, including lawn irrigation, is a significant component of the higher summer water

² Western Regional Climate Center website, Cooperative Climatological Data Summaries, NOAA Cooperative Stations, Antioch Pump Plant 3, California: <http://www.wrcc.dri.edu/cgi-bin/cliMAIN.pl?ca0232>

demands. Additionally, there is an unquantified vacation and tourist population that rises during the summer for recreation. Water demands are lowest during the winter months.

3.4 Service Area Population and Demographics

The service area population methods presented in the DWR Guidelines³ were applied to estimate the District's service area population. The service area population estimates below are used in calculating the baseline per capita water use (see **Section 5.6**).

US Census Bureau (census) data was used as the basis for population estimates. The census identifies Discovery Bay as a "census designated place" (CDP), which is a term for populated areas that resemble incorporated places but are not incorporated under the laws of the state. The Census Block Map for Discovery Bay CDP overlaps the TODB Service Area Boundary. Accordingly, the TODB falls into Category 1 of the DWR Guidelines, where the actual distribution area overlaps more than 95-percent with the Census Block Map estimates for the community. Therefore, the census data for the Discovery Bay CDP is directly used to determine service area population of the TODB during baseline compliance years.

The population estimates are based primarily on two information sources: 1) the census data, and 2) the number of homes added since 2010. The 2000 and 2010 Census Reports show the TODB had a population of 8,981 and 13,352, respectively. The 2010 Census shows 5,397 total household units, 4,742 households used as usual residences, and a 2.74 persons-per-household factor. The US Census defines the "usual residence" as the place where the person lives and sleeps most of the time.

The TODB observes a transient population associated with the recreational activities within the community. Using 2010 Census data, the difference of total household units and the households used as usual residences is 661 households, which is assumed to represent vacation households and transient population. Furthermore, it is assumed that these homes are occupied 25-percent of the time at 2.74 persons-per-household. This equates to approximately 453 people annually in the transient population in 2010. Adding this to the live-in resident population in 2010 results in a total 2010 population of 13,805.

Since 2010, new houses have been added. It is observed that these homes are typically occupied by live-in residences (i.e. not vacation housing). For each home added, it is assumed the population increases by 2.74 people. From 2010 to 2015, 398 service connections were added. Utilizing the 2.74 persons-per-household factor, the estimated population in 2015 is 14,895. From 2015 to 2020 it is projected there will be 967 homes added. This is based on the build-out of the existing service area identified in the 2010 WMP. The population by 2020 is estimated to be 18,500 using the growth of homes and the 2010 basis.

Local considerations were made to assess growth beyond the 2020 build-out. There are other potential lands surrounding the TODB that have revealed interest for development. The County of

³ March 2016, 2015 Urban Water Management Plans Guidebook for Urban Water Suppliers, California Department of Water Resources

Contra Costa General Plan⁴ has identified a need for additional housing in the unincorporated areas of East Contra Costa County. However, the only available lands are in ecologically sensitive areas (e.g., in several feet of peat, marinas, and waterways). Based on the time it has taken current developments to undergo environmental, permitting, and public review, and based on economic considerations, the TODB forecasts that any additional housing beyond 2020 would not result in new housing being occupied until 2030 at the earliest.

Accordingly, the population estimates in this plan forecast a lull between 2020 and 2030, to account for the planning time required for any future developments. Beginning in 2030 it is assumed that future housing projects will have been completed, and service area population will continue to grow at the historic average annual growth rate of 4-percent for the TODB.

Table 3-1. Retail: Population – Current and Projected

Table 3-1 Retail: Population - Current and Projected						
Population Served	2015	2020	2025	2030	2035	2040(opt)
	14,895	18,500	18,500	18,500	22,374	27,059
NOTES: Projected populations are based on proposed new development construction.						

⁴ 2013, Contra Costa County General Plan 2020 Update

Chapter 4 - System Water Use

4.1 Recycled versus Potable and Raw Water Demand

The TODB does not use or have a recycled water system. Raw water pumped from the District's wells are treated before use throughout the system.

4.2 Water Uses by Sector

Potable water demands by water sector for 2015 are based on metered customer use. The TODB meters about a third of the water deliveries. The TODB's water system serves about 5,950 service connections, of which about 2,400 are metered. The District is currently conducting installation of water meters to all service connections to be completed by end of 2017. Water usage by unmetered connections are calculated by determining the water use per connection for metered connection for each sector.

The TODB provides water treatment and distribution services as well as wastewater collection, treatment, and treated water disposal services to the following water sectors:

- Single-Family Residential – This sector refers to single-family residences in an identifiable suburban residential neighborhood or cluster-style development designed with open space and other amenities.
- Multi-Family Residential – This sector refers to families living in apartments and condominiums in structures of two or three stories with off-street parking and other requirements for higher density living.
- Commercial/Institutional/Industrial – This sector includes commercial, government, and industrial uses. It primarily includes uses associated with commercial buildings (e.g. landscaping, toilets, heating, ventilation, air conditioning, etc.) and commercial uses (e.g. car washes, laundries, nurseries, etc.).
- Landscape – This sector primarily includes raw water (untreated) use for irrigation at parks, schools, cemeteries, churches, residences, or public facilities. This sector also includes recycled water at various parkways and landscaped medians throughout the City.
- Losses – This sector includes all water not accounted in metered usage and estimates of unmetered usage. This includes leaks, pipe breaks, and hydrant flushing.

Table 4-1 presents the current 2015 water uses by sector.

Table 4-1. Retail: Demands for Potable and Raw Water – Actual

Table 4-1 Retail: Demands for Potable and Raw Water - Actual			
Use Type (Add additional rows as needed)	2015 Actual		
Drop down list <i>May select each use multiple times These are the only Use Types that will be recognized by the WUEdata online submittal tool</i>	Additional Description (as needed)	Level of Treatment When Delivered <i>Drop down list</i>	Volume
Other	Residential	Drinking Water	638
Commercial		Drinking Water	34
Institutional/Governmental	Included in Commercial	Drinking Water	
Landscape		Drinking Water	105
Losses		Drinking Water	91
TOTAL			867
NOTES:			

Water demand projections are based on the projected populations in Table 3-1. In 2015, the per capital usage was 160 gpcd, which is 50 gpcd lower than the TODB’s water use target for 2020 of 210 gpcd set in the 2010 UWMP. Considering that 2015 was the pinnacle of the drought to date, and extreme water conservation measures were in place, the production in 2015 is not a good benchmark for future projections. Production in 2015 was about 25% lower than 2014, which is the factor used to adjust projected water use in Table 4-2. The projection per capita production for 2020 is 200 gpcd, which meets the 20% target reduction set in the 2010 UWMP.

Table 4-2. Retail: Demands for Potable and Raw Water – Projected

Table 4-2 Retail: Demands for Potable and Raw Water - Projected						
Use Type (Add additional rows as needed)	Additional Description (as needed)	Projected Water Use Report To the Extent that Records are Available				
Drop down list <i>May select each use multiple times These are the only Use Types that will be recognized by the WUEdata online submittal tool</i>		2020	2025	2030	2035	2040-opt
Single Family		1,009	1,009	1,009	1,221	1,476
Multi-Family	Included in Single Family					
Commercial		54	54	54	65	79
Institutional/Governmental	Included in Commercial					
Landscape		166	166	166	200	242
Losses		143	143	143	173	210
TOTAL		1,372	1,372	1,372	1,660	2,007

Table 4-3 shows total water demands, which is solely the demands listed in Table 4-2 since the TODB does not have a recycled water system.

Table 4-3. Retail: Total Water Demands

Table 4-3 Retail: Total Water Demands						
	2015	2020	2025	2030	2035	2040 (opt)
Potable and Raw Water From Tables 4-1 and 4-2	867	1,372	1,372	1,372	1,660	2,007
Recycled Water Demand* From Table 6-4	0	0	0	0	0	0
TOTAL WATER DEMAND	867	1,372	1,372	1,372	1,660	2,007
<i>*Recycled water demand fields will be blank until Table 6-4 is complete.</i>						

4.3 Distribution System Water Losses

Distribution system losses are water losses that occur between the water source and point of customer consumption. The District completed the AWWA’s Water Audit Software to calculate system losses shown in Table 4-4. This differs from losses reported in Tables 4-1 and 4-2 due to different methodologies. Total water losses are estimated to range from 0-12% of total production total.

Table 4-4. Retail: 12 Month Water Loss Audit Reporting

Table 4-4 Retail: 12 Month Water Loss Audit Reporting	
Reporting Period Start Date (mm/yyyy)	Volume of Water Loss*
01/2015	90.6
<i>* Taken from the field "Water Losses" (a combination of apparent losses and real losses) from the AWWA worksheet.</i>	

4.4 Estimating Future Water Savings

In accordance with the 2015 UWMP Guidebook, the water use projects may display and account for the water savings estimated to result from adopted codes, standards, ordinances, or transportation and land use plans identified by the urban water supplier, as applicable to the service area. Town of Discovery Bay decided not to include an estimate of future water savings. The installation of water meters and implementation of DMM’s help the District to achieve the 20x2020 water use targets per capita by the year 2020. No further water savings are estimated in the water use projections.

4.5 Water Use for Lower Income Households

Water suppliers must include in the UWMP an estimate of projected water use for lower income households as defined in Section 50079.5 of the Health and Safety Code. The estimate must be based on the housing element needs identified in the general plan for the water supplier’s service area. TODB does not have direct information pertaining to lower income households served, or planned to be served in future developments in the service area. The Contra Costa County General Plan identified low-income housing needs in designated locations in the County; however, those needs were not designated specifically in Discovery Bay. The 2010 US Census reports that 6.3-percent of the population in Discovery Bay is below the poverty. For the purposes of the UWMP, projected water deliveries to low-income households is assumed to be 6.3-percent of total water deliveries.

Table – Low-income project water demands

Table 4-5. Retail: Inclusion in Water Use Projections

Table 4-5. Retail Only: Inclusion in Water Use Projections	
Are Future Water Savings Included in Projections? (Refer to Appendix K of UWMP Guidebook) <i>Drop down list (y/n)</i>	No
If "Yes" to above, state the section or page number, in the cell to the right, where citations of the codes, ordinances, etc. utilized in demand projections are found.	
Are Lower Income Residential Demands Included in Projections? <i>Drop down list (y/n)</i>	No
NOTES:	

4.6 Climate Change

The Town of Discovery Bay has not conducted any formal assessment of the impacts of climate change on the local water suppliers other than a recent evaluation of the effects on local groundwater conditions as a result of the record 5-year drought. LSCE produced a memorandum on June 20, 2016 exploring groundwater conditions of the underlying aquifers of the TODB during drought. The analysis determined that there was a full recovery of groundwater levels proceeding the droughts of 2007-09 and 2012-2014. The latter drought produced some of the driest conditions on record, however, groundwater levels were unaffected. Considering that the TODB is making efforts to reduce the per capita water usage (see **Chapter 5**) and have exceeded its 2020 water usage goal, the District has taken measures to prepare for more extreme dry conditions in addition to having a highly reliable water source.

Chapter 5 - SB X7-7 Baselines and Targets

5.1 Guidance for Wholesale Agencies

Not applicable.

5.2 Updating Calculations from 2010 UWMP

This 2015 UWMP uses the 2020 Urban Water Use Target from the 2010 UWMP without update. The 2010 UWMP completed for the TODB used the 2010 U.S. Census data to calculate per capita water usage, which complies with requirements to complete the 2015 UWMP. The SB X7-7 tables (**Appendix G**) were completed to demonstrate 2020 Target calculations and current compliance to meet the 2020 Target.

5.3 Baseline Periods

The District has set a baseline period from 2001 to 2010 to establish the 10-year baseline period for water use. Since the District has no recycled water use, the 10-year baseline is used over the 15-year baseline. The 5-year baseline period is from 2003 to 2007 (see **SB X7-7 Table-1**).

5.4 Service Area Population

The service area population methods presented in the DWR Guidelines⁵ were applied to estimate the TODB's service area population. The service area population estimates below are used in calculating the baseline per capita water use.

U.S. Census Bureau (census) data was used as the basis for population estimates. The census identifies the TODB as a "census designated place" (CDP), which is a term for populated areas that resemble incorporated places but are not incorporated under the laws of the state. The Census Block Map for Discovery Bay CDP overlaps the District's Service Area Boundary. Accordingly, the TODB falls into Category 1 of the DWR Guidelines, where the actual distribution area overlaps more than 95-percent with the Census Block Map estimates for the community. Therefore, the census data for Discovery Bay CDP is directly used to determine service area population of the TODB during baseline compliance years.

The population estimates are based primarily on two information sources: 1) the census data; and 2) the number of homes added since 2010. The 2000 and 2010 census reports show that the TODB had a population of 8,981 and 13,352, respectively. The census also shows the number of households, total housing units, and persons-per-household connection. The U.S. Census defines population and households as people that are counted at their "usual residence", which is defined

⁵ March 2016, 2015 Urban Water Management Plans Guidebook for Urban Water Suppliers, California Department of Water Resources

as the place where the person lives and sleeps most of the time. In 2010, there were 4,742 households with 2.74 persons-per-household, and 5,403 total housing units. Based on this data, there were 661 housing units not considered regular houses used as “usual residences”.

The TODB observes a transient population associated with local outdoor water and other recreational activities. The estimated number of houses used for vacation purposes is also based on the census data. The difference between total household units and households reported in the census represents houses that are not used as usual residences and are assumed to represent the vacation home use (i.e. there were approximately 661 vacation households in the TODB in 2010). It is assumed that these homes are occupied 25-percent of the time at 2.74 persons-per-household. This equates to approximately 453 people in the transient population. Adding this to the live-in resident population in 2010 results in a total 2010 population of 13,805.

Since 2010, new houses have been added. It is observed that these homes are typically occupied by live-in residences (i.e. not vacation housing). For each home added, it is assumed the population increases by 2.74 people. From 2010 to 2020 it is projected there will be 1,355 homes added. This is based on the build-out of the existing service area identified in the 2010 Water Master Plan. The population by 2020 is estimated to be 18,500 using the growth of homes and the 2010 basis.

Local considerations were made to assess growth beyond the 2020 build-out. There are other potential lands surrounding the TODB that developers have shown interest. The County of Contra Costa General Plan⁶ has identified a need for additional housing in the unincorporated areas of East Contra Costa County. However, the only available lands are in ecologically sensitive areas (e.g., in several feet of peat, marinas, and waterways). Based on the time it has taken current developments to undergo environmental, permitting, and public review, and based on economic considerations, the TODB forecasts that any additional housing beyond 2020 would not result in new housing being occupied until 2030 at the earliest.

Accordingly, the population estimates in this plan forecast a lull between 2020 and 2030, to account for the planning time required for any future developments. Beginning in 2030, it is assumed that future housing projects will have been completed and service area population will continue to grow at the historic average annual growth rate of 4-percent for the TODB.

The population growth of the TODB to 2040 is shown in **Table 3-1**.

The TODB is a Census Designated Place (CDP), which encapsulates all of the District’s service area. This UWMP utilizes 2010 Census data to determine the population used in calculations (2010 population of 13,352). The TODB is comprised of both full time residents and part-time/vacation residents, which would not be included in the Census population. Therefore, the Census population is less than the actual number of people the District serves on a daily basis.

The U.S. Census differentiates between “total households” and “usual households” in the TODB CDP statistics. The difference between these values is attributed as the number of vacation residences in the TODB.

⁶ 2013, Contra Costa County General Plan 2020 Update

5.5 Gross Water Use

The TODB does not use any water outside of drinking water. This includes recycled water, water placed into long term storage, water conveyed to other urban suppliers, and agricultural use. Therefore, the gross water use of the TODB is the total amount of water pumped from the District's two WTPs with no adjustment (see **SB X7-7 Table 4A**).

5.6 Baseline Daily Per Capita Water Use

As stated in the Water Conservation Bill of 2009, Senate Bill SBX7-7 (SBX7-7), an urban retail water supplier shall include in its Urban Water Management Plan the baseline daily per capita water use, urban water use target, interim urban water use target, and compliance daily per capita water use. The plan should include the basis for determining those estimates and references to supporting data.

Baseline water use and targets were determined using *Methodologies for Calculating Baseline and Compliance Urban Per Capita Water Use*⁷, developed by DWR for consistent implementation of SBX7-7. The baseline and target water use presented in this chapter were developed individually by the TODB, not regionally with other agencies.

The baseline daily per-capita water use (i.e. baseline water use) serves as the basis for setting the target water use reduction goals by 2015 and 2020. To establish baseline water use, water suppliers must define a 10-year or 15-year base (i.e., baseline) period for water use. The 15-year baseline period applies to a water supplier that met at least 10 percent of its 2008 retail water demand through recycled water, which the TODB did not. Therefore, a 10-year base applies to the TODB.

Calculation of the baseline water use is based on the estimated service area population and the gross water use for each year in the base period. **Chapter 3** provided estimates of the service area population. Gross water use was identified using the District's production records from its water production facilities. The water system, as described in **Chapter 3**, consists of two central water treatment plants that receive raw water from six groundwater supply wells. The system does not have imported water nor does it provide wholesale water. Historically, the system has not used recycled water. However, recycled water use has recently been incorporated into the wastewater treatment plant, but is not included in any reduction of domestic water use. Historical records of water production from the water treatment plants represent the gross water use of the system.

The daily per-capita water use is calculated for each baseline year. The baseline daily per capita water use was calculated using the average of the per-capita water use for each baseline year, and is 261 gallons per capita per day (gpcd) for the 10-year baseline and 264 gpcd for the 5-year baseline. **SB X7-7 Table 5**, below, summarizes the service area population, gross water use, the calculated daily per capita water use for each baseline year, and the baseline daily per capita water use. Units are expressed in million gallons per day (mgd) and gallons per capita per day (gpcd).

⁷ February 2011, Methodologies for Calculating Baseline and Compliance Urban Per Capita Water Use, California Department of Water Resources

SB X7-7 Table 5. Gallons Per Capita Per Day (GPCD)

SB X7-7 Table 5: Gallons Per Capita Per Day (GPCD)					
Baseline Year		Service Area	Population	Annual Gross Water Use	Daily Per Capita Water Use (GPCD)
10 to 15 Year Baseline GPCD					
Year 1	2001		9,594	818	234
Year 2	2002		9,594	851	243
Year 3	2003		9,447	921	267
Year 4	2004		11,125	1,035	255
Year 5	2005		12,034	1,204	274
Year 6	2006		13,106	1,185	248
Year 7	2007		13,110	1,322	276
Year 8	2008		13,164	1,328	276
Year 9	2009		13,155	1,282	267
Year 10	2010		13,352	1,306	268
10-15 Year Average Baseline GPCD					261
5 Year Baseline GPCD					
Baseline Year		Service Area	Population	Annual Gross Water Use	Daily Per Capita Water Use
Year 1	2003		9,447	921	267
Year 2	2004		11,125	1,035	255
Year 3	2005		12,034	1,204	274
Year 4	2006		13,106	1,185	248
Year 5	2007		13,110	1,322	276
5 Year Average Baseline GPCD					264
2015 Compliance Year GPCD					
2015			14,895	852	157

5.7 2015 and 2020 Targets

Each water supplier must establish a water use reduction target for 2020, referred to as the urban water use target. There are four methods available to water suppliers for determining the urban water use target.

- Method 1: 20% reduction of Baseline Daily Per Capita Water Use
- Method 2: Efficiency Standards
- Method 3: Hydrologic Region

- Method 4: Savings by Sector

Due to lower regional targets, and predominant residential uses in the TODB, Method 1 was selected as the most appropriate. The target is set equal to 80-percent of the baseline water use. Using this method, the urban water use target is 209 gpcd by the year 2020 (i.e., a 20-percent reduction from 2010).

In accordance with SBX7-7, water suppliers must confirm that the 2020 water use target meets the legislation’s minimum water use reduction requirements by comparing the water use target determined above (209 gpcd) to the calculated water use for a 5-year baseline period, as shown in **SB X7-7 Table 5**, above. Following the DWR guidelines, the minimum required reduction in water use is calculated as 95-percent of the 5-year base water use (264 gpcd), which is 251 gpcd. The water use target (209 gpcd) is less than the minimum required (251 gpcd), and therefore no adjustment is needed to the water use target.

Finally, water suppliers must verify the interim water use target to achieve in 2015. The interim water use target is used to demonstrate progress being made toward achieving water reduction goals. The interim water use target by 2015 is calculated as the average of the baseline water use and the water use target, which is approximately 235 gpcd. Table 5-1 summarizes the baseline water use, water use target and interim water use target.

Table 5-1. Baselines and Target Summary

Table 5-1 Baselines and Targets Summary <i>Retail Agency or Regional Alliance Only</i>					
Baseline Period	Start Year	End Year	Average Baseline GPCD*	2015 Interim Target *	Confirmed 2020 Target*
10-15 year	2001	2010	261	235	209
5 Year	2003	2007	264		
*All values are in Gallons per Capita per Day (GPCD)					

5.8 2015 Compliance Daily per Capita Water Use (GPCD)

Table 5-2 below shows the TODB’s compliance to date for meeting the 2015 Interim Target and the 2020 Target. The TODB’s 2015 water usage was 157 gpcd, which is less than the Interim Target of 235 gpcd. Consequently, the TODB’s 2015 usage also meets its 2020 Target of 209 gpcd. It is noted that during 2015 high levels of water conservation were in effect due to the ongoing drought, which has a significant effect on the per capita usage. Therefore, the yearly water use between 2015 and 2020 is expected to be higher than the 2015 usage, but is anticipated to continue to meet the 2020 Target due to conservation efforts enacted.

Table 5-2. 2015 Compliance

Table		5-2:					2015		Compliance
Retail Agency or Regional Alliance Only		Optional Adjustments to 2015 GPCD					From	2015 GPCD*	Did Supplier Achieve Targeted Reduction for 2015? Y/N
Actual 2015 GPCD*	2015 Interim Target GPCD*	Enter "0" if no adjustment is made <i>Methodology 8</i>					Adjusted 2015 GPCD*	2015 GPCD*	Did Supplier Achieve Targeted Reduction for 2015? Y/N
		Extraordinary Events*	Economic Adjustment*	Weather Normalization*	TOTAL Adjustments*	Adjusted 2015 GPCD*			
157	235	0	0	0	0	157	157	Yes	
*All values are in Gallons per Capita per Day (GPCD)									

5.9 Regional Alliance

Not applicable. The TODB is not part of a Regional Alliance.

Chapter 6 - System Supplies

6.1 Purchased or Imported Water

Not applicable. The TODB does not purchase or import water.

6.2 Groundwater

6.2.1 Basin Description

6.2.1.1 Groundwater Basin

The TODB overlies the northwestern portion of the Tracy Subbasin, which is one of sixteen subbasins in the San Joaquin Valley Groundwater Basin as designated by the California Department of Water Resources (Bulletin 118, 2003 Update). The Tracy Subbasin boundaries are defined by the Mokelumne and San Joaquin Rivers on the north; the San Joaquin River on the east; and the San Joaquin-Stanislaus County line on the south. The western subbasin boundary is defined by the contact between the unconsolidated sedimentary deposits and the rocks of the Diablo Range (DWR, 2004).

6.2.1.2 Geologic Setting and Occurrence of Groundwater

The TODB is located in eastern Contra Costa County in the northwestern San Joaquin River Valley portion of the Great Valley geomorphic province of California. The province is characterized by the low relief valley of the north-flowing San Joaquin River and the south-flowing Sacramento River, which merge in the Delta region just north of the community and drain westward to the Pacific Ocean.

To the west of the TODB, the Coast Range province consists of low mountains of highly deformed Mesozoic and Cenozoic marine sedimentary rocks. These thick marine rocks extend eastward below the Great Valley where they are the targets for gas exploration.

Overlying the marine rocks is a sequence of late Cenozoic (Miocene, Pliocene, and Pleistocene) non-marine sedimentary deposits. Small areas of surface exposures of these deposits occur along the edge of the Coastal Range. These beds dip moderately to the east and extend below the San Joaquin Valley. In the subsurface, the nature of these deposits is poorly known, but they are believed to be dominated by fine-grained clays, silts, and mudstones with few sand beds. The lower portion of these deposits may be, in part, equivalent to the Miocene-Pliocene Mehrten Formation along the east side of the Great Valley. The Upper portion of Pliocene and Pleistocene age may be equivalent to the Tulare Formation along the west side of the San Joaquin Valley to the south, and the Tehama Formation of the Sacramento Valley to the north. It is believed these deposits extend from about 400 feet to 1,500-2,000 feet below the San Joaquin River. Water quality from electric logs is difficult to interpret, but the quality appears to become brackish to saline with depth.

Late Cenozoic (Pleistocene and Holocene; 600,000 years to present) sedimentary deposits overlie the older geologic units. These deposits are largely unconsolidated beds of gravel, sand, silts, and clays. The deposits thicken eastward from a few tens of feet near the edge of the valley to about 400 feet at the Contra Costa County line. West of the TODB, the deposits are characterized by thin sand and gravel bands occurring within brown, sandy, silty clays and are believed to have formed on an alluvial fan plain fed from small streams off the Coastal Range to the west. The alluvial plain deposits interbed and interfinger with deposits of the fluvial plain to the east. The fluvial deposits consist of thicker, more laterally extensive, sand and gravel beds of stream channel origin interbedded with flood plain deposits of gray to bluish sandy to silty clays. The TODB overlies the fluvial plain area of eastern Contra Costa County. Groundwater supply in the TODB is extracted for supply from these deposits to a depth of about 350 feet.

The regional geologic setting is shown on the San Francisco-San Jose 1° by 2° quadrangle (Wagner and others, 1990). Detailed surface geologic maps of the Coast Range in this area include Davis and Goldman (1958), Brabb and Others (1971), and Dibblee (1980 a, b, c). Subsurface characterization of the marine rocks beneath the San Joaquin Valley can be found in oil and gas field summaries produced by the California Division of Oil and Gas (1982), and Thesken and Adams (1995). General geologic descriptions and histories of these marine rocks are contained in Bartow (1991) and Bertoldi and Others (1991). Because of their marine origin, highly consolidated nature, and presence of saline water, the Mesozoic and tertiary marine rocks are not a source of potable water supply in the region.

A regional study of the thickness of the Tertiary-Quaternary non-marine sedimentary deposits was made by Page (1974) and evaluations of the depth to base of fresh water by the California State Water Project Authority (1956) and Berkstresser (1973). Regional studies of the Sacramento-San Joaquin Valley groundwater basin were performed by Bertoldi and Others (1991) and Page (1986). The United States Geological Survey (USGS) compiled water quality information that covers the area in a series of reports (Keeter 1980; Sorenson 1981; and Fogelman 1982). California Department of Water Resources (DWR, 1967) covers the groundwater resources of the San Joaquin County to the east.

6.2.1.3 Hydrogeologic Setting in Discovery Bay

The hydrogeology of the TODB is illustrated through a geologic cross section on **Figure 6-1**. The cross section depicts water wells that are the source of supply for the District. The deepest sand unit encountered in water wells in the TODB is below about 350 feet and is interpreted as the uppermost, older non-marine deposits of largely fine-grained silt and clay with thin, fine sand interbeds. Water quality appears to be poor to brackish in this unit.

Overlying units are comprised of Pleistocene alluvium of generally thick beds of sand and gravel with a thin clay interbed. These are probably stream channel deposits of a northward flowing ancestral San Joaquin River. This is the main production aquifer completed in all of the District's supply wells (see Aquifer A on **Figure 6-1**).

Overlying Aquifer A is a thick sequence of grayish to bluish silt and clay with thin inter beds of sand. This unit, which confines the production zone, appears to represent deposition on a

floodplain with the main stream channels probably further east. The thin sand appears to represent flood-sprays of sand spread out on to the flood plain.

Another aquifer unit, labeled Aquifer B on **Figure 6-1**, occurs above about 140 feet below ground surface and consists of a thinner sand and gravel bed. Again, these appear to be stream channel deposits. However, Aquifer B has been found to contain brackish to saline water, which must be sealed off to protect water quality of the supply source in Aquifer A and avoid corrosion of the well casing.

Overlying Aquifer B is a sequence of gray to brown silt and clay beds with some thin sand beds. These beds appear to be either floodplain deposits or possibly distal alluvial plain deposits from the west.

6.2.1.4 Groundwater Conditions

Groundwater conditions that are relevant to the District are discussed below in terms of water levels and water quality.

Groundwater Levels

Groundwater level data are available since the late 1980s when the TODB was developed. Since that time, the TODB has conducted a monitoring program to aid in sustainable groundwater management. **Figure 6-2** is a hydrograph showing water level trends using data obtained from the District's supply wells. The hydrograph highlights drought periods and pumpage. The trends in pumpage correspond to population growth rates.

Early water well driller reports indicate that before significant groundwater pumping occurred, static levels in the TODB were near sea level. At this elevation, depth-to-water was about 10 feet below ground surface. With the onset of pumping and initial growth, the static level in production wells exhibited seasonal variations between 10 and 40 feet below ground surface (see **Figure 6-2**). During this period, pumpage increased from about 300 million gallons per year (MGY) in 1987 to about 800 MGY by 2001. Between 2001 and 2008, pumpage increased to 1,300 MGY. After 2008, pumpage leveled off as a result of the national economic downturn, and water levels since 2008 have exhibited stable to rising trends. Water level measurements in fall 2014 were higher than the last year of the 2007-09 statewide drought. The stability in groundwater levels in recent dry years indicates that groundwater pumpage is sustainable at current usage by the TODB.

Groundwater Quality

Groundwater quality from the District's supply wells meets all California primary drinking water standards. The groundwater does not meet secondary standards for manganese and exceeds the drinking water maximum contaminant limit (MCL) of 0.050 mg/L for that constituent. With manganese removal treatment instituted, manganese has been eliminated as a water quality issue.

Groundwater also is hard and high in total dissolved solids (TDS) concentration, but does not exceed the upper MCL (1,000 ppm) for TDS. Because of the depth of the primary aquifer (see

Aquifer A in **Figure 6-1**) and intervening clay layers, source protection is achievable with appropriate annular seals in the well structure. As a result, none of the wells have exhibited anthropogenic sources of contamination such as volatile or semi-volatile organic contaminants that are often found in urbanized settings.

The most important water quality concern for the District's well sources is the brackish to saline water that occurs in Aquifer B overlying the main completion targets of the supply wells (see **Figure 6-1**). Historic wells in the TODB experienced failure due to improper sealing of the well casing through the saline Aquifer B. This led to rapid corrosion of well casings and cross-contamination of the drinking water source by saline water. At present, Well 5A exhibits evidence of cross-flow and the well is operated under strict protocol to mitigate potential cross flow between Aquifers A and B. TDS in Well 5A recently raised to anomalously high levels on the order of 1,500 ppm. The other wells exhibit stable levels of TDS with time as shown in **Figure 6-3**.

In the absence of chronic downward trends in water levels or degraded water quality, the state of TODB's groundwater supply is considered sustainable and does not exhibit any characteristics of unsustainability as defined under the 2014 Sustainable Groundwater Management Act (SGMA). Furthermore, the historic trends through variable hydrologic periods, including the stability in groundwater levels through the recent drought in water years 2013-15, indicate that groundwater pumpage is sustainable at current usage by TODB. To ensure future sustainability, TODB is a participant with other local agencies in seeking to develop a Groundwater Sustainability Plan under SGMA.

6.2.1.5 Well Yields and Aquifer Characteristics

Specific capacities of the District's supply wells vary from less than 10 to over 30 gallons per minute per foot of drawdown (gpm/ft). At these magnitudes, the supply wells can be equipped to pump at capacities up to 2,200 gpm. Historic testing indicate that the primary production aquifer has a transmissivity ranging from about 50,000 to 100,000 gallons per day per foot and a storativity that is consistent with a confined system. Aquifer parameter estimates provide a basis for evaluating well performance and appropriate spacing of future wells to minimize mutual pumping interference.

Proper maintenance and early identification of degradation in well yields are important activities for a system that relies entirely on well water as a source. In 2007, the District instituted a biennial program to test the well facilities, which included quantification of specific capacity. Through this program, specific capacity testing is used to schedule rehabilitation programs and identify signs of structural problems. Each testing event is documented with a report discussing changes since the last reporting period and recommendations for preventative or remedial work to sustain source capacity. Since structural problems may be forewarned by increasing salinity (i.e., because of the presence of shallow brackish water), water quality testing is an integral part of the biennial testing.

6.2.2 Groundwater Management

Local water agencies including the District participated in a groundwater resources study of eastern Contra Costa County (LSCE, 1999). The east Contra Costa County area is also under a

Groundwater Management Plan (Diablo Water District, 2007), which was also prepared by LSCE. In addition, LSCE conducted a study of groundwater resources pertaining directly to Discovery Bay (1993) and a Water Master Plan (2010).

To ensure future sustainability, the District is a participant with other regional water users in seeking to form a Groundwater Sustainability Agency under the Sustainable Groundwater Management Act of 2014. In accordance with the legislative act, groundwater users shall develop a groundwater sustainability plan or alternative that achieves sustainable management of the resource.

Additionally, the District participates in the California Statewide Groundwater Elevation Monitoring Program (CASGEM). The District reports static groundwater levels from its monitoring wells biannually. The CASGEM program for the eastern Contra Costa County portion of the Tracy Subbasin is managed by the Diablo Water District.

6.2.3 Overdraft Conditions

The Tracy Subbasin of the San Joaquin Valley Groundwater Basin is not an adjudicated basin. Under CASGEM, it is listed as a medium priority basin, primarily due to irrigated acreage, number of wells, and population growth. No overdraft conditions are reported by DWR in Bulletin 118 but notes that groundwater quality is generally poor.

The reliability of future groundwater supply for the TODB is based on an assumption that the yield of groundwater system is sufficient to sustain current and future pumping. As indicated above, water level and water quality data indicate stable groundwater conditions at current levels of pumping and the TODB is taking measures to sustainably manage future growth in accordance with the Sustainable Groundwater Management Act of 2014.

6.2.4 Historical Groundwater Pumping

The TODB maintains six well facilities which meet the maximum day demand of its system with the largest well source offline, in accordance with State of California Code of Regulations, Title 22 California Waterworks Standards. All water is pumped from the Tracy Subbasin. The quantity of groundwater pumped from 2011 to 2015 is listed in Table 6-1.

Table 6-2. Water Supplies – Current and Projected

Table 6-1 Retail: Groundwater Volume Pumped						
Groundwater Type	Location or Basin Name	2011	2012	2013	2014	2015
Alluvial Basin	Tracy Subbasin of the San Joaquin Valley Groundwater Basin	1,173	1,218	1,286	1,123	852
TOTAL		1,173	1,218	1,286	1,123	852

Table 6-2, below, presents the information for the District’s six production wells:

Table 6-2. Groundwater Supply Well Information

Table 6-2. Groundwater Supply Well Information						
	Well 1B	Well 2	Well 4A	Well 5A	Well 6	Well 7
WELL CONSTRUCTION						
Drilling Date	1995	1971	1996	1991	2009	2014
Well Diameter (inch)	16"	12"	16"	16"	18"	18"
Well Depth (ft)	350'	348'	357'	357'	360'	346'
Top Screen Interval	271'/289'	245'/335'	307'/347'	261'/291'	270'/295'	282'/292'
PUMP AND MOTOR						
Design Flow (gpm)	1,600	850	1,800	2,000	1,700	1,800
Design Head (ft)	280	190	190	180	230	345
Pump Type	Submersible	Oil Lube	Submersible	Water Lube	Submersible	Submersible
Installation Date	2012	2003	2001	2004	2010	2015
Pump Setting Depth (ft)	260'	220'	180'	240'	250'	290'
Column Diameter (inch)	12"	8"	12"	10"	12"	12"
Bowl Manufacturer	BJ/Flowserve	Goulds	BJ/Flowserve	Floway	BJ/Flowserve	BJ/Flowserve
Impeller Model	13MQH	11CHC	13MQH	14DKH	14EMM	15EMM
Number of Stages	3	4	3	3	3	4
Motor Horsepower	150 HP	100 HP	150 HP	200 HP	150 HP	200 HP
Well Control	Willow	Willow	Newport	Newport	Willow	Newport

6.3 Surface Water

The TODB does not use or have access to surface water.

6.4 Stormwater

The TODB does not use storm water for any uses and has no plans to do so.

6.5 Wastewater and Recycled Water

6.5.1 Recycled Water Coordination

The TODB owns and operates a community wastewater collection, treatment, and solids disposal facilities. The information in this section was provided by the TODB in coordination with the wastewater engineering consultant, Herwit Engineering, and from information provided in the TODB 2010 Wastewater Master Plan⁸. All recycled water opportunities would be solely supplied by the District's wastewater treatment plant (WWTP).

⁸ 2013, Stantec Consulting Services Inc., The Town of Discovery Bay Community Services District Wastewater Treatment Plant Master Plan

6.5.2 Wastewater Collection, Treatment, and Disposal

Wastewater is collected and conveyed to the WWTP by a network of gravity sewer mains and force mains. There are fifteen sewage pumping stations within the TODB sewage collection system that deliver sewage from the developments to the overall WWTP, located on the north and south sides of Highway 4 and directly southeast from the TODB.

The WWTP currently produces a disinfected secondary effluent that is discharged to Old River. The WWTP consists of an influent pump station, influent screening, secondary treatment facilities using oxidation ditches, and ultraviolet (UV) disinfection prior to discharge into Old River. The WWTP average daily flow in 2010 was approximately 1.75 million gallons per day (MGD). The facilities are permitted by the Regional Water Quality Control Board (RWQCB) to treat and discharge to Old River under specific waste discharge requirements (WDRs).

The facilities include a solids handling system for the residual sludge or biosolids developed in the WWTP. Solids handling facilities consist of waste activated sludge (WAS) pumping systems, a small aerobic digester, two sludge lagoons, a belt press dewatering facility, and four active solar sludge dryers.

Title 22 sets forth the regulations that govern recycled water treatment and uses. There are specific filtration and disinfection requirements to use recycled water in applications such as irrigation of landscaping areas. Currently, the effluent from the WWTP is not treated to meet the requirements of Title 22 for such applications. The District is planning to construct improvements in 2017 to treat all the effluent to meet the Title 22 requirements for “disinfected tertiary recycled water” in order to comply with the discharge permitting requirements of the National Pollutant Discharge Elimination System (NPDES). When these improvements are made, there will be a treated effluent from the WWTP that meets Title 22 recycled water standards that will be available for use in the water system for recycled water applications (e.g. landscape irrigation) but not for domestic drinking water purposes.

Table 6-3. (DWR Table 6-2) Wastewater Collected Within Service Area in 2015

Table 6-2 Retail: Wastewater Collected Within Service Area in 2015						
<input type="checkbox"/>	There is no wastewater collection system. The supplier will not complete the table below.					
100%	Percentage of 2015 service area covered by wastewater collection system (optional)					
100%	Percentage of 2015 service area population covered by wastewater collection system (optional)					
Wastewater Collection			Recipient of Collected Wastewater			
Name of Wastewater Collection Agency	Wastewater Volume Metered or Estimated? <i>Drop Down List</i>	Volume of Wastewater Collected from UWMP Service Area 2015	Name of Wastewater Treatment Agency Receiving Collected Wastewater	Treatment Plant Name	Is WWTP Located Within UWMP Area? <i>Drop Down List</i>	Is WWTP Operation Contracted to a Third Party? (optional) <i>Drop Down List</i>
<i>Add additional rows as needed</i>						
Town of Discovery Bay Community Services District	Estimated	475	Town of Discovery Bay Community Services District	WWTP No. 1 and No. 2	Yes	Yes
Total Wastewater Collected from		475				

Table 6-4. (DWR Table 6-3) Wastewater Treatment and Discharge Within Service Area in 2015

Table 6-3 Retail: Wastewater Treatment and Discharge Within Service Area in 2015										
<input type="checkbox"/>	No wastewater is treated or disposed of within the UWMP service area. The supplier will not complete the table below.									
Wastewater Treatment Plant Name	Discharge Location Name or Identifier	Discharge Location Description	Wastewater Discharge ID Number (optional)	Method of Disposal <i>Drop down list</i>	Does This Plant Treat Wastewater Generated Outside the Service Area?	Treatment Level <i>Drop down list</i>	2015 volumes			
							Wastewater Treated	Discharged Treated Wastewater	Recycled Within Service Area	Recycled Outside of Service Area
<i>Add additional rows as needed</i>										
WWTP No. 1 and 2	Old River	Old River South of Highway 4 Bridge		River or creek outfall	No	Secondary, Undisinfected	475	475	0	0
Total							475	475	0	0

6.5.3 Recycled Water System

All of the newer developments in the TODB (from 1999 and on) are constructed with “purple pipe”, which is dedicated for distribution of recycled water to the system. The older developments do not have a purple pipe system. The purple pipes can connect to public irrigation services as well as individual residences for landscape needs. It is estimated that at build-out in 2020, approximately 36% of the service area will have purple pipe. The estimated irrigation demand for these areas (residential and public irrigation) is approximately 300 MGY, and approximately half can be served recycled water (150 MGY) due to operational considerations with water quality.

Those developments with purple pipe are located on the opposite side of the service area from the WWTP. Connecting the purple pipe systems to the WWTP would require a 5-mile transmission, likely to be a 12-inch diameter pipe through congested utilities and a highway crossing. It is estimated that construction costs for such a project is on the order of \$4-6 million. Based on this

conceptual assessment, the project would likely serve up to 150 MGY, which equates to the amount of water used by 770 equivalent dwelling units (EDU). In comparison, a typical groundwater supply well in the TODB can serve twice as many EDU (approximately 1,500 EDU) and cost half as much to construct (approximately \$2 million). A recycled water pipeline is not being pursued due to cost-to-benefit and, given the current outlook of groundwater, appears to be sustainable. However, the project could become more economically feasible if grant funding were available to supplement the cost and will be considered further by the TODB.

6.5.4 Recycled Water Beneficial Uses

6.5.4.1 Current and Planned Uses of Recycled Water

As noted above the effluent from the WWTP does not currently meet Title 22 requirements for recycled water uses in the water system. However, Title 22 allows a restricted use of untreated recycled water onsite at the WWTP, provided public access to the recycled water is restricted. The District completed a project in early 2015 that utilizes the secondary effluent from the WWTP in the solids handling process.

Currently, the belt presses and spray nozzles in the solids handling process require a water source that uses approximately 20 MGY of potable water from the system. The actual water requirements vary based on time of year. A baseline flow of approximately 50 gallons per minute (gpm) is required with peak use over 300 gpm during the summer months when the belt presses and the drying process is operating. The maximum capacity of the onsite reclaim water system will be 400 gpm to supply water during peak demand requirements. With completion of this project, potable water is no longer required in the WWTP processes.

After completion of the tertiary treatment systems in 2017, the District will have recycled water available for use in the water system. There are potential opportunities for use of recycled water, however, none are being pursued at this time. Potential uses and limitations of recycled water are discussed below.

Water quality concerns: Of particular concern with recycled water application to irrigation is the source water quality. Boron and salinity are two important parameters when irrigating for agricultural and landscape purposes. Crops and vegetation have varying levels of tolerance to these parameters (among others); however, it generally starts to be an issue when boron is above 2 parts per million (ppm) or electrical conductivity (EC) is above 2000 micro-Siemens per centimeter ($\mu\text{S}/\text{cm}$). The groundwater wells have boron at approximately 1-2 ppm concentrations, whereas the secondary effluent from the WWTP contains boron ranging from 3-4 ppm. The groundwater wells generally have an EC of around 500 $\mu\text{S}/\text{cm}$, whereas the secondary effluent is 2100 $\mu\text{S}/\text{cm}$. Salinity is known to increase in wastewater due to point-of-use water softeners treating water hardness. Boron

and salinity will not be removed in the recycled water, and could pose operational issues if applied to landscape irrigation.

Similar recycled water quality issues are present in other systems. In response to recycled water quality issues it has become common practice to blend recycled water to decrease concentrations, or to cycle between recycled water and potable water to reduce soil column salt loading. For the purposes of assessing recycled water potential in the UWMP, it is assumed irrigation water could only meet half (50%) of its demand from recycled water due to poor water quality issues noted above.

Irrigation: Other potential uses for recycled water is irrigation in the TODB golf course or in the adjacent agricultural fields, neither of which is currently supplied water by the District's system. Therefore, supplying recycled water to these would not reduce the per-capita water use of TODB. The golf course is part of an HOA that has surface water rights for irrigation. Agricultural lands surrounding the TODB are irrigated with surface and groundwater. The TODB may still considered delivering recycled water to the golf course or agricultural fields as a benefit to regional water supplies even though it would not reduce the per-capita water use in the TODB system.

Groundwater Recharge: Groundwater recharge is another alternative for the recycled water use. As discussed above, the TODB's groundwater supply is from a confined aquifer system and could not be replenished from a surface recharge. Injection would be the only alternative for recharge, which has limited cost-to-benefit considering the high costs for delivery, construction, permitting and operational complexities associated with injection.

Table 6-5. (DWR Table 6-4) Current and Projected Recycled Water Direct Beneficial Uses Within Service Area

Table 6-4 Retail: Current and Projected Recycled Water Direct Beneficial Uses Within Service Area								
<input checked="" type="checkbox"/> Recycled water is not used and is not planned for use within the service area of the supplier. The supplier will not complete the table below.								
Name of Agency Producing (Treating) the Recycled Water:			Town of Discovery Bay Community Services District					
Name of Agency Operating the Recycled Water Distribution System:			Town of Discovery Bay Community Services District					
Supplemental Water Added in 2015			No					
Source of 2015 Supplemental Water			N/A					
Beneficial Use Type	General Description of 2015 Uses	Level of Treatment <i>Drop down list</i>	2015	2020	2025	2030	2035	2040 (opt)
Agricultural irrigation			0	0	0	0	0	0
Landscape irrigation (excludes golf courses)			0	0	0	0	0	0
Golf course irrigation			0	0	0	0	0	0
Commercial use			0	0	0	0	0	0
Industrial use			0	0	0	0	0	0
Geothermal and other energy production			0	0	0	0	0	0
Seawater intrusion barrier			0	0	0	0	0	0
Recreational impoundment			0	0	0	0	0	0
Wetlands or wildlife habitat			0	0	0	0	0	0
Groundwater recharge (IPR)*			0	0	0	0	0	0
Surface water augmentation (IPR)*				0	0	0	0	0
Direct potable reuse				0	0	0	0	0
Other (Provide General Description)			0	0	0	0	0	0
Total:			0	0	0	0	0	0

*IPR - Indirect Potable Reuse

6.5.4.2 Well Yields and Aquifer Characteristics

Table 6-6, below, compares projected 2015 recycled water use with actual 2015 recycled water use. The difference between the numbers is due to less water usage than anticipated at the WWTP. If the WWTP needed more water for its activities, there is a sufficient supply of recycled water to meet the demand.

Table 6-6. (DWR Table 6-5) 2010 UWMP Recycled Water Use Projection Compared to 2015 Actual

Table 6-5 Retail: 2010 UWMP Recycled Water Use Projection Compared to 2015 Actual		
<input checked="" type="checkbox"/>	Recycled water was not used in 2010 nor projected for use in 2015. The supplier will not complete the table below.	
Use Type	2010 Projection for 2015	2015 Actual Use
Agricultural irrigation	0	0
Landscape irrigation (excludes golf courses)	0	0
Golf course irrigation	0	0
Commercial use	0	0
Industrial use	0	0
Geothermal and other energy production	0	0
Seawater intrusion barrier	0	0
Recreational impoundment	0	0
Wetlands or wildlife habitat	0	0
Groundwater recharge (IPR)	0	0
Surface water augmentation (IPR)	0	0
Direct potable reuse	0	0
Other	0	0
Total	0	0

6.5.5 Actions to Encourage and Optimize Future Recycled Water Use

The most feasible uses of recycled water include the onsite uses at the WWTP, irrigating in the system using the existing purple pipe network, golf course irrigation, and nearby agricultural irrigation. The latter two are not part of the TODB potable water demand and would not reduce per-capita consumption for the TODB. However, those may still be pursued as a benefit to other surface and groundwater uses outside of the TODB under a groundwater sustainability plan. Furthermore, as discussed above, irrigation uses within the system using the existing purple pipe are likely to only be pursued further if grant funding is identified for such a project.

Given the conclusions of limited current recycled water use and uncertainty with the viability of future recycled water use, there is no current plan to optimize recycled water nor is there a separate master plan for recycled water beyond the information presented above.

Table 6-7. (DWR Table 6-6) Methods to Expand Future Recycled Water Use

Table 6-6 Retail: Methods to Expand Future Recycled Water Use			
<input checked="" type="checkbox"/>	Supplier does not plan to expand recycled water use in the future. Supplier will not complete the table below but will provide narrative explanation.		
	Provide page location of narrative in UWMP		
Name of Action	Description	Planned Implementation Year	Expected Increase in Recycled Water Use
<i>Add additional rows as needed</i>			
Total			0

6.6 Desalinated Water Opportunities

The TODB does not plan to build desalinated water plants and there are no opportunities for the development of a desalinated water plant for future water supplies.

6.7 Exchanges or Transfers

The TODB does not participate in transfer or exchange programs and does not have any planned in the future.

6.8 Future Water Projects

The District plans on constructing a new production well (Well 8). Well 8 is anticipated to be brought online in 2019 and is estimated to supply about 1,800 gpm. Well 8 is intended to replace Well 5A, which has water quality problems as noted in Section 6.2.1.4. The addition of Well 8 will increase the reliability of the water supply though source capacity will ultimately not change with the intended destruction of Well 5A.

Table 6-8. (DWR Table 6-7) Expected Future Water Supply Projects or Programs

Table 6-7 Retail: Expected Future Water Supply Projects or Programs						
<input type="checkbox"/>	No expected future water supply projects or programs that provide a quantifiable increase to the agency's water supply. Supplier will not complete the table below.					
<input type="checkbox"/>	Some or all of the supplier's future water supply projects or programs are not compatible with this table and are described in a narrative format.					
	Provide page location of narrative in the UWMP					
Name of Future Projects or Programs	Joint Project with other agencies?		Description (if needed)	Planned Implementation Year	Planned for Use in Year Type	Expected Increase in Water Supply
	<i>Drop Down List (y/n)</i>	<i>If Yes, Agency Name</i>				
<i>Add additional rows as needed</i>						
Well 8	No		groundwater well	2019	All Year Types	0
NOTES: Well 8 is intended to replace Well 5A, which will be abandoned upon completion of Well 8.						

6.9 Summary of Existing and Planned Sources of Water

Tables 6-9 and 6-10 below summarize the Districts water sources:

Table 6-9. (DWR Table 6-8) Water Supplies – Actual

Table 6-8 Retail: Water Supplies — Actual				
Water Supply	Additional Detail on Water Supply	2015		
<i>Drop down list</i> <i>May use each category multiple times. These are the only water supply categories that will be recognized by the WUEdata online submittal tool</i>		Actual Volume	Water Quality <i>Drop Down List</i>	Total Right or Safe Yield <i>(optional)</i>
<i>Add additional rows as needed</i>				
Groundwater		852	Raw Water	
Total		852		0

Table 6-10. (DWR Table 6-9) Water Supplies – Projected

Table 6-9 Retail: Water Supplies — Projected											
Water Supply	Additional Detail on Water Supply	Projected Water Supply <i>Report To the Extent Practicable</i>									
		2020		2025		2030		2035		2040 (opt)	
<i>Drop down list</i> <i>May use each category multiple times. These are the only water supply categories that will be recognized by the WUEdata online submittal tool</i>		Reasonably Available Volume	Total Right or Safe Yield (optional)	Reasonably Available Volume	Total Right or Safe Yield (optional)	Reasonably Available Volume	Total Right or Safe Yield (optional)	Reasonably Available Volume	Total Right or Safe Yield (optional)	Reasonably Available Volume	Total Right or Safe Yield (optional)
<i>Add additional rows as needed</i>											
Groundwater		2,500		2,500		2,500		2,500		2,500	
Total		2,500	0	2,500	0	2,500	0	2,500	0	2,500	0

6.10 Climate Change Impacts to Supply

The District’s supply wells are the sole source of water for the TODB. The wells were able to supply the TODB at the height of the 2012-2015 drought without impacts to the aquifer. Groundwater levels have been shown to fully recover.

The District’s water supply does not come from snowmelt, is not diverted from the Delta, is not a coastal aquifer, is not subject to invasive species management, and has always been able to meet the TODB’s water demand.

The District’s water supply reliability is detailed in Chapter 7.

Chapter 7 - Water Supply Reliability Assessment

7.1 Constraints on Water Sources

LSCE conducted a review of the District’s water supply reliability and produced a memorandum presenting *Supporting Analysis on Groundwater Conditions*⁹ on June 20, 2016 which was prepared to comply with the June 2016 State of California Emergency Drought Regulations (see **Appendix H**). This memorandum concludes that there are no restrictions preventing the District from its ability to pump water from the aquifer to meet current and anticipated demand.

The District’s water supply limitations are due to the number and operating condition of the District’s wells. All wells, with the exception of Well 5A, are able to operate without limitations to produce sufficient water supply that exceeds current demand. Well 5A has had increasing levels of TDS, which has constrained its use. The District has plans to complete construction of a new well to replace Well 5A as noted in Chapter 6, which will remove this operating constraint.

7.2 Reliability by Type of Year

In the context of drought planning, this section describes reliability of the water supply and vulnerability to seasonal or climatic shortage for the following water–year types:

- **Average water year:** *A year, or an averaged range of years, that most closely represents the average water supply available to the agency. The UWMP Act uses the term “normal” conditions.*
- **Single dry water year:** *The single-dry year is the year that represents the lowest water supply available to the agency.*
- **Multiple dry water years:** *The multiple dry year period is the period that represents the lowest average water supply availability to the agency for a consecutive multiple year period (three years or more). This is generally considered to be the lowest average runoff for a consecutive multiple year period (three years or more) for a watershed since 1903. DWR has interpreted “multiple dry years” to mean three dry years, however, water agencies may project their water supplies for a longer time period.*

The District determined the base years as listed in **Table 7-1**. The average/normal base year is the highest water usage year on record. The dry years are based on the 2012-2015 drought. Seasonal

⁹ June 20, 2016, Supporting Analysis on Groundwater Conditions 2016 Self-Certified Water Conservation Standard, Luhdorff & Scalmanini Consulting Engineers

fluctuations observed in groundwater levels do not result in any considerable loss of production for the District. Furthermore, the District has always been able to pump 100% of its groundwater supply during previous multiple-dry years.

Table 7-1 summarizes the effects water year-types would have on water supply and groundwater production. Annual groundwater production varies depending on the water demand. The maximum production of record was 1,328 MGY in 2008. 2015 was the height of a period of multiple-dry years and the District had access to 100% of its groundwater supplies, though usage was curtailed due to drought restrictions.

Table 7-1. Retail: Basis of Water Year Data

Table 7-1 Retail: Basis of Water Year Data			
Year Type	Base Year <i>If not using a calendar year, type in the last year of the fiscal, water year, or range of years, for example, water year 1999-2000, use 2000</i>	Available Supplies if Year Type Repeats	
		<input type="checkbox"/>	Quantification of available supplies is not compatible with this table and is provided elsewhere in the UWMP. Location _____
		<input checked="" type="checkbox"/>	Quantification of available supplies is provided in this table as either volume only, percent only, or both.
		Volume Available	% of Average Supply
Average Year	2008 (recorded maximum usage)	1328	100%
Single-Dry Year	2007	1328	100%
Multiple-Dry Years 1st Year	2012	1328	100%
Multiple-Dry Years 2nd Year	2013	1328	100%
Multiple-Dry Years 3rd Year	2014	1328	100%
Multiple-Dry Years 4th Year <i>Optional</i>	2015	1328	100%

7.3 Supply and Demand Assessment

The water supply and demand assessment shall compare the total water supply sources with the total projected water use over the next 20 years for normal, single-dry and multiple-dry years. **Tables 7-2, 7-3, and 7-4** provide the assessment of supply versus demand for each water year type. The water supply is based on operating all wells for 12 hours per day, 365 days per year, which the wells are capable for supplying. However, the wells will only be operated to the extent that meets the TODB's demand and thus will pump less than what is possible.

Table 7-2. Retail: Normal Year Supply and Demand Comparison

Table 7-2 Retail: Normal Year Supply and Demand Comparison					
	2020	2025	2030	2035	2040 (Opt)
Supply totals (autofill from Table 6-9)	2,500	2,500	2,500	2,500	2,500
Demand totals (autofill from Table 4-3)	1,369	1,369	1,369	1,651	1,993
Difference	1,131	1,131	1,131	849	507

Table 7-3. Retail: Single Dry Year Supply and Demand Comparison

Table 7-3 Retail: Single Dry Year Supply and Demand Comparison					
	2020	2025	2030	2035	2040 (Opt)
Supply totals	2,500	2,500	2,500	2,500	2,500
Demand totals	1,369	1,369	1,369	1,651	1,993
Difference	1,131	1,131	1,131	849	507

Table 7-4. Retail: Multiple Dry Year Supply and Demand Comparison

Table 7-4 Retail: Multiple Dry Years Supply and Demand Comparison						
		2020	2025	2030	2035	2040 (Opt)
First year	Supply totals	2,500	2,500	2,500	2,500	2,500
	Demand totals	1,369	1,369	1,369	1,651	1,993
	Difference	1,131	1,131	1,131	849	507
Second year	Supply totals	2,500	2,500	2,500	2,500	2,500
	Demand totals	1,369	1,369	1,369	1,651	1,993
	Difference	1,131	1,131	1,131	849	507
Third year	Supply totals	2,500	2,500	2,500	2,500	2,500
	Demand totals	1,369	1,369	1,369	1,651	1,993
	Difference	1,131	1,131	1,131	849	507

7.4 Regional Supply Reliability

All TODB water is produced locally, therefore no regional supplies are required, nor are they available. Groundwater is produced in a sustainable fashion. The District participates in regional planning (CASGEM, SGMA, etc.) and complies with the provisions set to ensure reliability of its water source.

Chapter 8 - Water Shortage Contingency Planning

8.1 Stages of Action

CWC Section 10632 (a) requires stages of action to be undertaken by the water supplier in response to water supply shortages, including up to a 50-percent reduction in water supply, and an outline of specific water supply conditions which are applicable to each stage.

The District will implement a four-stage action in response to water supply shortages to comply with State requirements (see **Table 8-1**). The stages will be implemented during water supply shortages, or regional drought conditions that may not be directly influencing the District's water supplies. The stage determination and declaration of a water supply shortage will be made by the TODB Board of Directors.

Stage I – This stage is part of an ongoing public information campaign encouraging voluntary water conservation. The TODB issued a resolution for voluntary water use in *Resolution 2014-11 – Voluntary Water Reduction* (Appendix C.2). There is little to no water shortage during Stage I. Although Stage I is ongoing, customers are reminded when a regional single-year drought is occurring, or when the District has a redundant back-up well offline for repairs, which makes the overall supply system more vulnerable to shortages.

Stage II – This stage would be initiated during moderate water shortage (of up to 15%) and would be the first stage where mandatory conservation and water use prohibitions are enforced. Failure of two groundwater supply wells could cause a moderate reduction in water supply resulting in implementation of Stage II. Stage II would also be implemented during a regional severe drought where water conservation is mandatory but impacts to the District's groundwater supply wells are negligible or non-existent. During Stage II the Board of Directors will declare prohibitions on water use, in accordance with the TODB *Ordinance No. 25 Establishing Emergency Drought Regulations* (Appendix C.3). This stage is characteristic of the 2012-2015 drought, which was severe throughout the State but had no immediate effects on the TODB's groundwater supply.

Stage III – This stage would be initiated during a severe water shortage (15 to 35%), which could be caused by a catastrophic failure of up to three groundwater supply wells. During Stage III, the Board of Directors would adopt a new ordinance providing authority for the General Manager to implement additional prohibitions and consumption reduction methods that would include water rationing if other consumption reduction methods are not effective at reducing demand.

Stage IV – This stage would be initiated during a critical water shortage (35 to 50%), which could be caused by a catastrophic failure of more than three groundwater supply wells. All steps taken in the prior stages would be intensified and production would be monitored daily for compliance with necessary reductions. Residents would be under water rationing. The TODB would be in an emergency state to repair and bring online water supply wells.

Table 8-1. Retail: Stages of Water Storage Contingency Plan

Table 8-1 Retail Stages of Water Shortage Contingency Plan		
Stage	Complete Both	
	Percent Supply Reduction ¹ <i>Numerical value as a percent</i>	Water Supply Condition <i>(Narrative description)</i>
<i>Add additional rows as needed</i>		
I - Voluntary	0-5%	Normal to Minimum - Ex: loss of a redundant well supply
II - Mandatory Conservation	0-15%	Moderate - Ex: Severe drought <u>or</u> catastrophic loss of 2 wells
III - Rationing	15-35%	Severe to Critical - Ex: Catastrophic loss of 3 wells
IV - Intense Rationing	35-50%	Severe to Critical - Ex: Catastrophic loss of 3 wells or more wells
¹ One stage in the Water Shortage Contingency Plan must address a water shortage of 50%.		

8.2 Prohibitions on End Uses

CWC Section 10632 (d) requires water suppliers to implement mandatory prohibitions against specific water use practices that may be considered excessive during water shortages. If drought conditions or water shortages warrant mandatory prohibitions (Stage II) the TODB will implement the current water shortage emergency response plan, *Ordinance No. 25 Establishing Emergency Drought Regulations (Appendix C.3)*. Further mandatory prohibitions will be implemented if warranted based on Stage III or Stage IV conditions. **Table 8-2** identifies prohibitions that would be enforced during a water shortage emergency.

Table 8-2. Retail: Restrictions and Prohibitions on End Uses

Table 8-2 Retail Only: Restrictions and Prohibitions on End Uses			
Stage	Restrictions and Prohibitions on End Users <i>Drop down list</i> <i>These are the only categories that will be accepted by the WUEdata online submittal tool</i>	Additional Explanation or Reference <i>(optional)</i>	Penalty, Charge, or Other Enforcement? <i>Drop Down List</i>
<i>Add additional rows as needed</i>			
II, III, IV	Landscape - Restrict or prohibit runoff from landscape irrigation	Excessive outdoor watering (Causing runoff to non-irrigated areas)	Yes
II, III, IV	Other - Require automatic shut of hoses	Use of hose without a shut-off nozzle for vehicle washing	Yes
II, III, IV	Other - Prohibit use of potable water for washing hard surfaces	Application of water to driveways or sidewalks	Yes
II, III, IV	Water Features - Restrict water use for decorative water features, such as fountains	Use of water in non-circulating fountain or water feature	Yes
II, III, IV	Landscape - Limit landscape irrigation to specific days	Outdoor irrigation beyond the allowed watering schedule	Yes
III, IV	Other - Customers must repair leaks, breaks, and malfunctions in a timely manner	Uncorrected plumbing leaks	Yes
III, IV	Other - Prohibit vehicle washing except at facilities using recycled or recirculating water	Washing cars	Yes
III, IV	Landscape - Prohibit all landscape irrigation	Watering lawns/landscapes or filling outdoor water features	Yes

8.3 Penalties, Charges, Other Enforcement of Prohibitions

CWC Section 10632 (f) requires a water supplier to penalize or charge for excessive use, where applicable. In accordance with the TODB Ordinance No. 25, when a water shortage emergency is declared, the General Manager may issue a Notice of Violation to any customer that fails to comply with the conditions of the ordinance. After one notice has been issued further violations shall be punishable by a fine of: \$25 for a first violation, \$50 for a second violation, \$100 for a third violation, and \$500 for a fourth violation and any subsequent violation thereafter. Furthermore, each day upon which any condition of the ordinance is violated constitutes a separate violation.

During severe and critical water shortages (Stages III and IV), there will be additional charges applied for excessive water use. During these water shortages, the General Manager may take further actions if violations continue after the one written warning, such as installing a flow-restricting device on the service line, or termination of service for repeated violations of unauthorized water use.

8.4 Consumption Reduction Methods

CWC Section 10632 (e) requires the water supplier to implement consumption-reduction methods during the most severe stages of water shortage that are capable of reducing water use by up to

50%. The TODB would implement the water consumption–reduction methods shown on **Table 8-4**, below. Some of the methods are on-going and are part of the TODB water conservation efforts addressed in the Demand Management Measures.

Table 8-3. Retail: Stages of Water Shortage Contingency Plan – Consumption Reduction Methods

Table 8-3 Retail Only: Stages of Water Shortage Contingency Plan - Consumption Reduction Methods		
Stage	Consumption Reduction Methods by Water Supplier <i>Drop down list</i> <i>These are the only categories that will be accepted by the WUEdata online submittal tool</i>	Additional Explanation or Reference <i>(optional)</i>
<i>Add additional rows as needed</i>		
All Stages	Other	Demand Reduction Program
All Stages	Provide Rebates on Plumbing Fixtures and Devices	Water conservation kits
All Stages	Expand Public Information Campaign	Education programs
All Stages	Other	Voluntary rationing
II, III, IV	Other	Mandatory prohibitions
III, IV	Other	Apply flow restrictions to customers
III, IV	Implement or Modify Drought Rate Structure or Surcharge	Water shortage pricing
II, III, IV	Implement or Modify Drought Rate Structure or Surcharge	Apply penalties for excessive water use
III, IV	Other	Restrict water use for only priority uses
IV	Moratorium or Net Zero Demand Increase on New Connections	Mandatory water rationing, per capita allotment

8.5 Determining Water Shortage Reductions

CWC Section 16032 (i) requires the water supplier to develop a mechanism for determining actual reductions in water use when implementing the urban water supply shortage contingency plan. Water production is measured daily at the water treatment plants that supply water to the system. Metered customers are recorded monthly. However, the District is currently conducting a program to install meters on all service connection to be completed in 2017. The new meters will be able to track water usage in real time. Exceptionally high usage from customers are identified and investigated for potential water loss or over-use. In that event the customers would be notified and the problem remedied.

8.6 Revenue and Expenditure Impacts

CWC Section 10632 (f) requires an analysis of the impacts of consumption reduction on the revenues and expenditures of the water supplier. These impacts are evaluated during rate studies conducted by the District to ensure revenue meets expenditures. In the event of an emergency, the District will explore options to recover lost revenue due to consumption reduction, including implementation of surcharges.

8.7 Resolution or Ordinance

A copy of the TODB's Draft Water Shortage Contingency Resolution and Water Shortage Contingency Plan, as well as current water reduction ordinances and resolutions, are in **Appendix F**.

8.8 Catastrophic Supply Interruption

In the event of catastrophic reduction in water supplies, the District would implement emergency preparedness plans, depending on the cause and severity of the water shortage. CWC Section 10632 (c) requires certain actions to be undertaken by the water supplier during a catastrophic interruption in water supplies. A catastrophic event resulting in water shortage would be any event, either natural or man-made, with varying levels of severity to the water supply conditions. Examples include, but are not limited to, a regional power outage, an earthquake, or other disasters.

The TODB has in place an Emergency Operations Plan that would be implemented by the District staff in the event of a catastrophic water shortage. The District has equipped its facilities with standby emergency generators that would be operated if the catastrophic event involved loss of power. Both of the water treatment plants and booster stations are equipped with permanent emergency generators and automatic transfer switches. The District owns portable generators that can be used to operate the groundwater pumping stations. If there is catastrophic rupturing of pipelines, during an earthquake for example, the emergency operations procedures would be followed to isolate the damaged sections, notify customers, and immediately repair the damage.

8.9 Minimum Supply Next Three Years

CWC Section 10632 (b) requires the UWMP to include an estimate of the minimum water supply in the next three years based on the driest three-year historic sequence for the agency's water supply. The most recent exceptionally dry four-year historic sequence is noted above in **Table 7-1**. Throughout the TODB's history, there have never been impacts to supply caused by droughts. Therefore, there is no limitation on water supply in the next three years associated with drought. **Table 8-4** summarizes the estimated minimum water supply in the next three years based on the next three years being the driest three-year historical sequence.

Table 8-4. Retail: Three-Year Minimum Water Supply

Table 8-4 Retail: Minimum Supply Next Three Years			
	2016	2017	2018
Available Water Supply	1,328	1,328	1,328

Chapter 9 - Demand Management Measures

9.1 Demand Management Measures for Retail Agencies

9.1.1 Water Waste Prevention Ordinances

On September 3, 2014, TODB enacted an ordinance on waste prohibition and assess fines for repeat offenders (Ordinance No. 25 Establishing Emergency Drought Regulations, see **Appendix F**). This ordinance was since updated in 2016 with the Drought Regulation Ordinance No. 2016-27.

The TODB has also established the Water Shortage Contingency Plan in this 2015 UWMP that defines further prohibitions to be implemented in the event of a water shortage emergency affecting the District's supply wells by up to a 50% reduction.

If reductions of system water use are needed, the District will approach Contra Costa County to consider implementation of a landscape ordinance based on the State issued Model Water Efficient Landscape Ordinance (MWELo) that would require landscape permit, plan check, or design review for new and rehabilitated landscape areas that exceed a minimum square footage. The Town does not have the authority to do complete this itself, therefore a County Ordinance and implementation is required.

In June 2016, during a revision of the Emergency Drought Regulations, the TODB petitioned for a self-certified conservation standard of 0% to which was conducted in conformance with the State of California Water Supply Reliability Certification and Data Submission Form and was supported by a technical evaluation of groundwater conditions by LSCE (**Appendix H**). While the TODB currently has a 0% water conservation standard with regard to the Emergency Drought Regulations, TODB has also adopted a voluntary water conservation goal of 15%-20% for the community.

9.1.2 Metering

The TODB's program for metering with commodity rates is implemented for commercial and landscape accounts. The TODB requires all new services be installed with a meter. The TODB began retrofitting existing residential meters in 2008. Currently, approximately 3,738 services are un-metered (64% of all services). The TODB's objective is to implement metering with commodity rates of all services, starting with a meter retrofit program that is currently underway and will be completed by the end of 2017. The metering with commodity rates consists of: require meters on all services, establish a program to retrofit meters on unmetered services, read meters and bill on volume use, bill bi-monthly or more frequently, establish a program to test, repair and/or replace meters, and consider splitting mixed-use commercial and landscape meters to have a dedicated landscape meter.

9.1.3 Conservation Pricing

This measure relates with Section 9.1.2 (metering with commodity rates) and focuses on setting a rate structure with a price signal to customers to use water efficiently. In general, conservation-pricing models involve setting a commodity rate structure such that a significant portion of the total revenue comes from the volumetric billing as compared to the fixed rate charges. However, each agency is unique in how rates are set and professional studies are required to determine the rate case most applicable for each agency. The TODB will review the rate case and will implement a conservation pricing element after the metering retrofit program is completed, by 2017. It is unknown if the commodity rate structure will be a uniform rate or a tiered rate structure.

9.1.4 Public Education and Outreach

The TODB has an ongoing public information program to promote water conservation by informing customers about the needs and benefits of water conservation. The public information program generally consists of the following methods for disseminating information: providing customers with bill inserts, using paid public advertising, providing information via a link on the TODB's website (www.todb.ca.gov), providing year-to-year comparisons in customer water bills (for those that are metered), sending out a newsletter twice per year, and a portable digital message board that is moved throughout town to display water conservation messages and information. The digital message board is used to display reminders about conservation and setting irrigation timers during summer months, and reminders about water use prohibitions during droughts or water shortages. Messaging and public information will need to be continually updated based on public input and staff training in water conservation techniques. With the retrofit of all un-metered connections, the TODB will improve the targeted messaging by including information and comparison of water use for each resident.

The District participates in the TODB's annual Earth Day Fair by staffing a booth for outreach to local teachers and students regarding the water and wastewater services provided by the District. Pamphlets and other materials about water supply and water saving tips are distributed. The District provides additional information on request to teachers and school administrators to help them create educational programs regarding water conservation. Additionally, the District makes staff available on request for school tours of its wastewater treatment plant.

The TODB makes available District staff to provide residents with free home water use auditing at the request of customers. With completion of the water meter project in 2017, the top 5% of water users can be identified and personally offered this free service to help them reduce usage. This audit includes leak detection assistance, conservation survey of home appliances, recommending repairs, and water use efficiency techniques for landscape practices and irrigation timers. During a home survey, the TODB will identify toilets, washing machines and plumbing fixture replacements that could reduce household water use and provide residents with estimated water savings. The TODB also discusses use of weather-based irrigation controllers and how to program irrigation timers. The District will compose an inspection list to complete this task.

9.1.5 Programs to Assess and Manage Distribution System Real Loss

Currently, the District visually monitors the system with a focus on areas with older pipelines and immediately repairs any leaks that are identified. Current estimates of water system unaccounted losses range from 7-12% of total production, which are attributed to pipe breaks, pipe leakage, and flushing programs. Whenever pipe leaks are identified and repaired, the District documents and keeps a record of the pipe material, condition, and location to identify areas of higher failure probability, which are used in developing and updating the pipe replacement programs. The District will expand the system water audit capabilities after the meter retrofit program, which is planned to be completed by mid-2017. Several pipe replacement programs are planned by 2020 to improve fireflows and reduce leakage.

9.1.6 Water Conservation Program Coordination and Staffing Support

The TODB has designated a staff member to be responsible for coordinating water conservation program management, tracking, planning, and reporting on the DMM implementation. The designated water conservation coordinator is the Water and Wastewater Manager. The water conservation coordinator works with other staff, customers, and stakeholders to implement the water conservation program.

9.1.7 Other Demand Management Measures

Upon completion of the water metering project, individual customer usage can be tracked more frequently. This allows the District and customers to view their usage and to receive an alert if unusually high usage due to leaks, etc. is detected at their service connection thereby reducing the loss of water due to unknown circumstances.

9.2 Implementation over the Past Five Years

9.2.1 Water Waste Prevention Ordinances

On September 3, 2014, the TODB enacted an ordinance on waste prohibition and assess fines for repeat offenders (Ordinance No. 25 Establishing Emergency Drought Regulations, see **Appendix F-3**).

9.2.2 Metering

Implementation of adding meters to all service connections is currently taking place and will be completed by the end of 2017.

9.2.3 Conservation Pricing

A water rate study was completed in 2016-17 and considered conservation pricing. The current rates are based on this study. The next rate study is schedule for 2020-21.

9.2.4 Public Education and Outreach

Upon request of the customers, the TODB conducts a free home water use audit to assist with identifying potential water saving items. Results are entered into the customer file.

The TODB continues to update customers on water conservation activities and improve targeted messaging via the TODB website and the other forms discussed above.

9.2.5 Programs to Assess and Manage Distribution System Real Loss

The District monitors areas of high leak frequency and update the pipe replacement program as warranted by leak frequency and cause. Update water auditing capability after all services are retrofitted with meters.

9.2.6 Water Conservation Program Coordination and Staffing Support

The water conservation coordinator works with other staff, customers and stakeholders to implement the water conservation program.

9.2.7 Other Demand Management Measures

District staff routinely patrol the service area. If staff notice water runoff from private property, the owner is approached to help correct the problem. This reduces excessive water use, particularly during the high demand periods of summer.

9.3 Planned Implementation to Achieve Water Use Targets

9.3.1 Water Waste Prevention Ordinances

During a water shortage emergency, waste prohibitions are declared by the Board of Directors and administered, implemented, and enforced by the General Manager. Water savings would be assessed during a water shortage emergency based on tracking total production and individual metered accounts. Implementing prohibitions will save water from 0-50% when the prohibitions are enforced during a water shortage emergency.

9.3.2 Metering

Implementation of adding meters to all service connections is currently taking place and will be completed by the end of 2017.

9.3.3 Conservation Pricing

The effectiveness of this DMM will be evaluated during the rate study and then assessed after it is implemented by measuring water savings before and after the meter retrofit and rate structure changes. The next rate study will occur in 2020-21 and will include analysis of customer meter usage.

9.3.4 Public Education and Outreach

The TODB will hold workshops with local school administration and teaching staff to develop grade-appropriate material.

9.3.5 Programs to Assess and Manage Distribution System Real Loss

The District monitors areas of high leak frequency and update the pipe replacement program as warranted by leak frequency and cause. Update water auditing capability after all services are retrofitted with meters.

9.3.6 Water Conservation Program Coordination and Staffing Support

The water conservation coordinator works with other staff, customers and stakeholders to implement the water conservation program.

9.3.7 Other Demand Management Measures

The District will continue to informally patrol the service area to find and address water runoff from private property to reduce unnecessary water use, particularly during the summer months.

Chapter 10 - Plan Adoption, Submittal, and Implementation

10.1 Inclusion of All 2015 Data

This 2015 UWMP has been completed utilizing all data available through the end of the 2015 calendar year.

10.2 Notice of Public Hearing

The water districts, cities, and counties listed in **Table 10-1** were sent a 60-day notice of the TODB’s intent to update its UWMP in 2015. Additionally, these entities were sent noticed of public hearings for comment. Public noticed was made in local newspapers and on the TODB’s website.

The public hearing was used to discuss the present and proposed future measures, programs, and policies in this 2015 UWMP to help achieve the water use reductions and publicly discuss the per-capita water use reduction goals.

Table 10-1. Retail: Notification to Cities and Counties

Table 10-1 Retail: Notification to Cities and Counties		
City Name	60 Day Notice	Notice of Public Hearing
Contra Costa Water District	<input type="checkbox"/>	<input checked="" type="checkbox"/>
East Contra Costa Irrigation District	<input type="checkbox"/>	<input checked="" type="checkbox"/>
City of Brentwood	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Diablo Water District	<input type="checkbox"/>	<input checked="" type="checkbox"/>
General Public	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
County Name <i>Drop Down List</i>	60 Day Notice	Notice of Public Hearing
Contra Costa County	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

10.3 Public Hearing and Adoption

For this 2015 UWMP, the TODB will notify applicable agencies listed in **Table 10-1**, at least 60 days in advance, that a public hearing will be held to review and consider any changes to the draft 2015 UWMP. The TODB intends to adopt this 2015 UWMP following the public hearing. The

final 2015 UWMP will include a copy of the Public Hearing and Board resolution in **Appendix B** (to be included after the public hearing and adoption).

The public hearing will be used to discuss the present and proposed future measures, programs, and policies in the UWMP to help achieve the water use reductions and publicly discuss the per-capita water use reduction goals.

Once the 2015 UWMP is adopted, the Plan will be implemented. In general, the implementation of the elements of this Plan involves continued water supply monitoring (groundwater levels and quality), monitoring of water demand, enacting water shortage contingency plans when necessary in response to water shortages, and implementing water conservation and tracking demand reduction through the strategies and schedules described for DMMs.

10.4 Plan Submittal

10.4.1 Submitting a UWMP to DWR

This 2015 UWMP, within 30 days of adoption by the TODB, will be submitted to DWR for review and determination if it addresses the requirements of the CWC.

10.4.2 Electronic Data Submittal

This 2015 UWMP will be submitted to DWR via the WUEdata online submittal tool.

10.4.3 Submitting a UWMP to the California State Library

This 2015 UWMP will be submitted to the California State Library via an electronic copy on CD within 30 days of adoption by the TODB and approval by DWR. The address of the California State Library is:

California State Library
Government Publications Section
P.O. Box 942837
Sacramento, CA 94237-0001
Attention: Coordinator, Urban Water Management Plans

10.4.4 Submitting a UWMP to Cities and Counties

The District provides water only to the TODB. No other cities or counties receive water from the District. This 2015 UWMP will be available for download any interested parties at the TODB's website.

10.5 Public Availability

The UWMP will be made available for viewing by the public on the TODB's website. Additionally, a hard copy will be available in the District's office for public viewing during normal business hours.

10.6 Amending an Adopted UWMP

If the TODB determines that this 2015 UWMP needs to be amended, all steps for notification, public hearings, adoption, and submittal outlined in **Chapter 10** will be followed.

Limitations

Luhdorff & Scalmanini prepared this document solely for the Town of Discovery Bay in accordance with professional standards at the time the services were performed and in accordance with the contract between the Town of Discovery Bay and Luhdorff & Scalmanini dated June 1, 2016. This document is governed by the specific scope of work authorized by the Town of Discovery Bay; it is not intended to be relied upon by any other party except for regulatory authorities contemplated by the scope of work. We have relied on information or instructions provided by the Town of Discovery Bay and other parties and, unless otherwise expressly indicated, have made no independent investigation as to the validity, completeness, or accuracy of such information.

Appendix A

UWMP Checklist

Checklist Arranged by Water Code Section

CWC Section	UWMP Requirement	Subject	Guidebook Location	UWMP Location (Optional Column for Agency Use)
10608.20(b)	Retail suppliers shall adopt a 2020 water use target using one of four methods.	Baselines and Targets	Section 5.7 and App E	5-8
10608.20(e)	Retail suppliers shall provide baseline daily per capita water use, urban water use target, interim urban water use target, and compliance daily per capita water use, along with the bases for determining those estimates, including references to supporting data.	Baselines and Targets	Chapter 5 and App E	5-8
10608.22	Retail suppliers' per capita daily water use reduction shall be no less than 5 percent of base daily per capita water use of the 5 year baseline. This does not apply if the suppliers base GPCD is at or below 100.	Baselines and Targets	Section 5.7.2	5-8
10608.24(a)	Retail suppliers shall meet their interim target by December 31, 2015.	Baselines and Targets	Section 5.8 and App E	5-10
10608.24(d)(2)	If the retail supplier adjusts its compliance GPCD using weather normalization, economic adjustment, or extraordinary events, it shall provide the basis for, and data supporting the adjustment.	Baselines and Targets	Section 5.8.2	N/A
10608.26(a)	Retail suppliers shall conduct a public hearing to discuss adoption, implementation, and economic impact of water use targets.	Plan Adoption, Submittal, and Implementation	Section 10.3	10-1
10608.36	Wholesale suppliers shall include an assessment of present and proposed future measures, programs, and policies to help their retail water suppliers achieve targeted water use reductions.	Baselines and Targets	Section 5.1	N/A
10608.40	Retail suppliers shall report on their progress in meeting their water use targets. The data shall be reported using a standardized form.	Baselines and Targets	Section 5.8 and App E	5-10
10620(b)	Every person that becomes an urban water supplier shall adopt an urban water management plan within one year after it has become an urban water supplier.	Plan Preparation	Section 2.1	2-1
10620(d)(2)	Coordinate the preparation of its plan with other appropriate agencies in the area, including other water suppliers that share a common source, water management agencies, and relevant public agencies, to the extent practicable.	Plan Preparation	Section 2.5.2	2-2

10620(f)	Describe water management tools and options to maximize resources and minimize the need to import water from other regions.	Water Supply Reliability Assessment	Section 7.4	7-4
10621(b)	Notify, at least 60 days prior to the public hearing, any city or county within which the supplier provides water that the urban water supplier will be reviewing the plan and considering amendments or changes to the plan.	Plan Adoption, Submittal, and Implementation	Section 10.2.1	10-1
10621(d)	Each urban water supplier shall update and submit its 2015 plan to the department by July 1, 2016.	Plan Adoption, Submittal, and Implementation	Sections 10.3.1 and 10.4	10-1 10-2
10631(a)	Describe the water supplier service area.	System Description	Section 3.1	3-1
10631(a)	Describe the climate of the service area of the supplier.	System Description	Section 3.3	3-3
10631(a)	Indicate the current population of the service area.	System Description and Baselines and Targets	Sections 3.4 and 5.4	3-4 3-5
10631(a)	Provide population projections for 2020, 2025, 2030, and 2035.	System Description	Section 3.4	3-4
10631(a)	Describe other demographic factors affecting the supplier's water management planning.	System Description	Section 3.4	3-4
10631(b)	Identify and quantify the existing and planned sources of water available for 2015, 2020, 2025, 2030, and 2035.	System Supplies	Chapter 6	6-14
10631(b)	Indicate whether groundwater is an existing or planned source of water available to the supplier.	System Supplies	Section 6.2	6-1
10631(b)(1)	Indicate whether a groundwater management plan has been adopted by the water supplier or if there is any other specific authorization for groundwater management. Include a copy of the plan or authorization.	System Supplies	Section 6.2.2	6-4
10631(b)(2)	Describe the groundwater basin.	System Supplies	Section 6.2.1	6-1
10631(b)(2)	Indicate if the basin has been adjudicated and include a copy of the court order or decree and a description of the amount of water the supplier has the legal right to pump.	System Supplies	Section 6.2.2	6-4
10631(b)(2)	For unadjudicated basins, indicate whether or not the department has identified the basin as overdrafted, or projected to become overdrafted. Describe efforts by the supplier to eliminate the long-term overdraft condition.	System Supplies	Section 6.2.3	6-5
10631(b)(3)	Provide a detailed description and analysis of the location, amount, and sufficiency of	System Supplies	Section 6.2.4	6-5

	groundwater pumped by the urban water supplier for the past five years			6-5
10631(b)(4)	Provide a detailed description and analysis of the amount and location of groundwater that is projected to be pumped.	System Supplies	Sections 6.2 and 6.9	6-1 6-14
10631(c)(1)	Describe the reliability of the water supply and vulnerability to seasonal or climatic shortage.	Water Supply Reliability Assessment	Section 7.1	7-1
10631(c)(1)	Provide data for an average water year, a single dry water year, and multiple dry water years	Water Supply Reliability Assessment	Section 7.2	7-1
10631(c)(2)	For any water source that may not be available at a consistent level of use, describe plans to supplement or replace that source.	Water Supply Reliability Assessment	Section 7.1	7-1
10631(d)	Describe the opportunities for exchanges or transfers of water on a short-term or long-term basis.	System Supplies	Section 6.7	6-13
10631(e)(1)	Quantify past, current, and projected water use, identifying the uses among water use sectors.	System Water Use	Section 4.2	4-1
10631(e)(3)(A)	Report the distribution system water loss for the most recent 12-month period available.	System Water Use	Section 4.3	4-3
10631(f)(1)	Retail suppliers shall provide a description of the nature and extent of each demand management measure implemented over the past five years. The description will address specific measures listed in code.	Demand Management Measures	Sections 9.2 and 9.3	9-3 9-4
10631(f)(2)	Wholesale suppliers shall describe specific demand management measures listed in code, their distribution system asset management program, and supplier assistance program.	Demand Management Measures	Sections 9.1 and 9.3	N/A
10631(g)	Describe the expected future water supply projects and programs that may be undertaken by the water supplier to address water supply reliability in average, single-dry, and multiple-dry years.	System Supplies	Section 6.8	6-13
10631(h)	Describe desalinated water project opportunities for long-term supply.	System Supplies	Section 6.6	6-13
10631(i)	CUWCC members may submit their 2013-2014 CUWCC BMP annual reports in lieu of, or in addition to, describing the DMM implementation in their UWMPs. This option is only allowable if the supplier has been found to be in full compliance with the CUWCC MOU.	Demand Management Measures	Section 9.5	N/A
10631(j)	Retail suppliers will include documentation that they have provided their wholesale supplier(s) – if any - with water use	System Supplies	Section 2.5.1	2-2

	projections from that source.			
10631(j)	Wholesale suppliers will include documentation that they have provided their urban water suppliers with identification and quantification of the existing and planned sources of water available from the wholesale to the urban supplier during various water year types.	System Supplies	Section 2.5.1	N/A
10631.1(a)	Include projected water use needed for lower income housing projected in the service area of the supplier.	System Water Use	Section 4.5	4-4
10632(a) and 10632(a)(1)	Provide an urban water shortage contingency analysis that specifies stages of action and an outline of specific water supply conditions at each stage.	Water Shortage Contingency Planning	Section 8.1	8-1
10632(a)(2)	Provide an estimate of the minimum water supply available during each of the next three water years based on the driest three-year historic sequence for the agency.	Water Shortage Contingency Planning	Section 8.9	8-5
10632(a)(3)	Identify actions to be undertaken by the urban water supplier in case of a catastrophic interruption of water supplies.	Water Shortage Contingency Planning	Section 8.8	8-5
10632(a)(4)	Identify mandatory prohibitions against specific water use practices during water shortages.	Water Shortage Contingency Planning	Section 8.2	8-2
10632(a)(5)	Specify consumption reduction methods in the most restrictive stages.	Water Shortage Contingency Planning	Section 8.4	8-3
10632(a)(6)	Indicated penalties or charges for excessive use, where applicable.	Water Shortage Contingency Planning	Section 8.3	8-3
10632(a)(7)	Provide an analysis of the impacts of each of the actions and conditions in the water shortage contingency analysis on the revenues and expenditures of the urban water supplier, and proposed measures to overcome those impacts.	Water Shortage Contingency Planning	Section 8.6	8-5
10632(a)(8)	Provide a draft water shortage contingency resolution or ordinance.	Water Shortage Contingency Planning	Section 8.7	8-5
10632(a)(9)	Indicate a mechanism for determining actual reductions in water use pursuant to the water shortage contingency analysis.	Water Shortage Contingency Planning	Section 8.5	8-4
10633	For wastewater and recycled water, coordinate with local water, wastewater, groundwater, and planning agencies that operate within the supplier's service area.	System Supplies (Recycled Water)	Section 6.5.1	6-6
10633(a)	Describe the wastewater collection and treatment systems in the supplier's service area. Include quantification of the amount of	System Supplies (Recycled Water)	Section 6.5.2	6-7

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	wastewater collected and treated and the methods of wastewater disposal.			
10633(b)	Describe the quantity of treated wastewater that meets recycled water standards, is being discharged, and is otherwise available for use in a recycled water project.	System Supplies (Recycled Water)	Section 6.5.2.2	6-7
10633(c)	Describe the recycled water currently being used in the supplier's service area.	System Supplies (Recycled Water)	Section 6.5.3 and 6.5.4	6-8 6-9
10633(d)	Describe and quantify the potential uses of recycled water and provide a determination of the technical and economic feasibility of those uses.	System Supplies (Recycled Water)	Section 6.5.4	6-9
10633(e)	Describe the projected use of recycled water within the supplier's service area at the end of 5, 10, 15, and 20 years, and a description of the actual use of recycled water in comparison to uses previously projected.	System Supplies (Recycled Water)	Section 6.5.4	6-9
10633(f)	Describe the actions which may be taken to encourage the use of recycled water and the projected results of these actions in terms of acre-feet of recycled water used per year.	System Supplies (Recycled Water)	Section 6.5.5	6-12
10633(g)	Provide a plan for optimizing the use of recycled water in the supplier's service area.	System Supplies (Recycled Water)	Section 6.5.5	6-12
10634	Provide information on the quality of existing sources of water available to the supplier and the manner in which water quality affects water management strategies and supply reliability	Water Supply Reliability Assessment	Section 7.1	7-1
10635(a)	Assess the water supply reliability during normal, dry, and multiple dry water years by comparing the total water supply sources available to the water supplier with the total projected water use over the next 20 years.	Water Supply Reliability Assessment	Section 7.3	7-2
10635(b)	Provide supporting documentation that Water Shortage Contingency Plan has been, or will be, provided to any city or county within which it provides water, no later than 60 days after the submission of the plan to DWR.	Plan Adoption, Submittal, and Implementation	Section 10.4.4	10-2
10642	Provide supporting documentation that the water supplier has encouraged active involvement of diverse social, cultural, and economic elements of the population within the service area prior to and during the preparation of the plan.	Plan Preparation	Section 2.5.2	10-1
10642	Provide supporting documentation that the urban water supplier made the plan available for public inspection, published notice of the public hearing, and held a public hearing	Plan Adoption, Submittal, and Implementation	Sections 10.2.2, 10.3, and 10.5	10-1 10-2

	about the plan.			
10642	The water supplier is to provide the time and place of the hearing to any city or county within which the supplier provides water.	Plan Adoption, Submittal, and Implementation	Sections 10.2.1	10-1
10642	Provide supporting documentation that the plan has been adopted as prepared or modified.	Plan Adoption, Submittal, and Implementation	Section 10.3.1	10-1
10644(a)	Provide supporting documentation that the urban water supplier has submitted this UWMP to the California State Library.	Plan Adoption, Submittal, and Implementation	Section 10.4.3	10-2
10644(a)(1)	Provide supporting documentation that the urban water supplier has submitted this UWMP to any city or county within which the supplier provides water no later than 30 days after adoption.	Plan Adoption, Submittal, and Implementation	Section 10.4.4	10-2
10644(a)(2)	The plan, or amendments to the plan, submitted to the department shall be submitted electronically.	Plan Adoption, Submittal, and Implementation	Sections 10.4.1 and 10.4.2	10-2
10645	Provide supporting documentation that, not later than 30 days after filing a copy of its plan with the department, the supplier has or will make the plan available for public review during normal business hours.	Plan Adoption, Submittal, and Implementation	Section 10.5	10-2

Checklist Arranged by Subject

CWC Section	UWMP Requirement	Subject	Guidebook Location	UWMP Location (Optional Column for Agency Use)
10620(b)	Every person that becomes an urban water supplier shall adopt an urban water management plan within one year after it has become an urban water supplier.	Plan Preparation	Section 2.1	2-1
10620(d)(2)	Coordinate the preparation of its plan with other appropriate agencies in the area, including other water suppliers that share a common source, water management agencies, and relevant public agencies, to the extent practicable.	Plan Preparation	Section 2.5.2	2-2
10642	Provide supporting documentation that the water supplier has encouraged active	Plan Preparation	Section 2.5.2	2-3

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	involvement of diverse social, cultural, and economic elements of the population within the service area prior to and during the preparation of the plan.			
10631(a)	Describe the water supplier service area.	System Description	Section 3.1	3-1
10631(a)	Describe the climate of the service area of the supplier.	System Description	Section 3.3	3-3
10631(a)	Provide population projections for 2020, 2025, 2030, and 2035.	System Description	Section 3.4	3-4
10631(a)	Describe other demographic factors affecting the supplier's water management planning.	System Description	Section 3.4	3-4
10631(a)	Indicate the current population of the service area.	System Description and Baselines and Targets	Sections 3.4 and 5.4	3-4 3-5
10631(e)(1)	Quantify past, current, and projected water use, identifying the uses among water use sectors.	System Water Use	Section 4.2	4-1
10631(e)(3)(A)	Report the distribution system water loss for the most recent 12-month period available.	System Water Use	Section 4.3	4-3
10631.1(a)	Include projected water use needed for lower income housing projected in the service area of the supplier.	System Water Use	Section 4.5	4-4
10608.20(b)	Retail suppliers shall adopt a 2020 water use target using one of four methods.	Baselines and Targets	Section 5.7 and App E	5-8
10608.20(e)	Retail suppliers shall provide baseline daily per capita water use, urban water use target, interim urban water use target, and compliance daily per capita water use, along with the bases for determining those estimates, including references to supporting data.	Baselines and Targets	Chapter 5 and App E	5-8
10608.22	Retail suppliers' per capita daily water use reduction shall be no less than 5 percent of base daily per capita water use of the 5 year baseline. This does not apply if the suppliers base GPCD is at or below 100.	Baselines and Targets	Section 5.7.2	5-8
10608.24(a)	Retail suppliers shall meet their interim target by December 31, 2015.	Baselines and Targets	Section 5.8 and App E	5-10
10608.24(d)(2)	If the retail supplier adjusts its compliance GPCD using weather normalization, economic adjustment, or extraordinary events, it shall provide the basis for, and data supporting the adjustment.	Baselines and Targets	Section 5.8.2	N/A
10608.36	Wholesale suppliers shall include an assessment of present and proposed future measures, programs, and policies to help their retail water suppliers achieve targeted	Baselines and Targets	Section 5.1	N/A

	water use reductions.			
10608.40	Retail suppliers shall report on their progress in meeting their water use targets. The data shall be reported using a standardized form.	Baselines and Targets	Section 5.8 and App E	5-10
10631(b)	Identify and quantify the existing and planned sources of water available for 2015, 2020, 2025, 2030, and 2035.	System Supplies	Chapter 6	6-14
10631(b)	Indicate whether groundwater is an existing or planned source of water available to the supplier.	System Supplies	Section 6.2	6-1
10631(b)(1)	Indicate whether a groundwater management plan has been adopted by the water supplier or if there is any other specific authorization for groundwater management. Include a copy of the plan or authorization.	System Supplies	Section 6.2.2	6-4
10631(b)(2)	Describe the groundwater basin.	System Supplies	Section 6.2.1	6-1
10631(b)(2)	Indicate if the basin has been adjudicated and include a copy of the court order or decree and a description of the amount of water the supplier has the legal right to pump.	System Supplies	Section 6.2.2	6-4
10631(b)(2)	For unadjudicated basins, indicate whether or not the department has identified the basin as overdrafted, or projected to become overdrafted. Describe efforts by the supplier to eliminate the long-term overdraft condition.	System Supplies	Section 6.2.3	6-5
10631(b)(3)	Provide a detailed description and analysis of the location, amount, and sufficiency of groundwater pumped by the urban water supplier for the past five years	System Supplies	Section 6.2.4	6-5
10631(b)(4)	Provide a detailed description and analysis of the amount and location of groundwater that is projected to be pumped.	System Supplies	Sections 6.2 and 6.9	6-1 6-14
10631(d)	Describe the opportunities for exchanges or transfers of water on a short-term or long-term basis.	System Supplies	Section 6.7	6-13
10631(g)	Describe the expected future water supply projects and programs that may be undertaken by the water supplier to address water supply reliability in average, single-dry, and multiple-dry years.	System Supplies	Section 6.8	6-13
10631(h)	Describe desalinated water project opportunities for long-term supply.	System Supplies	Section 6.6	6-13
10631(j)	Retail suppliers will include documentation that they have provided their wholesale supplier(s) – if any - with water use projections from that source.	System Supplies	Section 2.5.1	2-2
10631(j)	Wholesale suppliers will include	System Supplies	Section 2.5.1	N/A

	documentation that they have provided their urban water suppliers with identification and quantification of the existing and planned sources of water available from the wholesale to the urban supplier during various water year types.			N/A
10633	For wastewater and recycled water, coordinate with local water, wastewater, groundwater, and planning agencies that operate within the supplier's service area.	System Supplies (Recycled Water)	Section 6.5.1	6-6
10633(a)	Describe the wastewater collection and treatment systems in the supplier's service area. Include quantification of the amount of wastewater collected and treated and the methods of wastewater disposal.	System Supplies (Recycled Water)	Section 6.5.2	6-7
10633(b)	Describe the quantity of treated wastewater that meets recycled water standards, is being discharged, and is otherwise available for use in a recycled water project.	System Supplies (Recycled Water)	Section 6.5.2.2	6-7
10633(c)	Describe the recycled water currently being used in the supplier's service area.	System Supplies (Recycled Water)	Section 6.5.3 and 6.5.4	6-8 6-9
10633(d)	Describe and quantify the potential uses of recycled water and provide a determination of the technical and economic feasibility of those uses.	System Supplies (Recycled Water)	Section 6.5.4	6-9
10633(e)	Describe the projected use of recycled water within the supplier's service area at the end of 5, 10, 15, and 20 years, and a description of the actual use of recycled water in comparison to uses previously projected.	System Supplies (Recycled Water)	Section 6.5.4	6-9
10633(f)	Describe the actions which may be taken to encourage the use of recycled water and the projected results of these actions in terms of acre-feet of recycled water used per year.	System Supplies (Recycled Water)	Section 6.5.5	6-12
10633(g)	Provide a plan for optimizing the use of recycled water in the supplier's service area.	System Supplies (Recycled Water)	Section 6.5.5	6-12
10620(f)	Describe water management tools and options to maximize resources and minimize the need to import water from other regions.	Water Supply Reliability Assessment	Section 7.4	7-4
10631(c)(1)	Describe the reliability of the water supply and vulnerability to seasonal or climatic shortage.	Water Supply Reliability Assessment	Section 7.1	7-1
10631(c)(1)	Provide data for an average water year, a single dry water year, and multiple dry water years	Water Supply Reliability Assessment	Section 7.2	7-1
10631(c)(2)	For any water source that may not be available at a consistent level of use, describe plans to supplement or replace that	Water Supply Reliability Assessment	Section 7.1	7-1

	source.			
10634	Provide information on the quality of existing sources of water available to the supplier and the manner in which water quality affects water management strategies and supply reliability	Water Supply Reliability Assessment	Section 7.1	7-1
10635(a)	Assess the water supply reliability during normal, dry, and multiple dry water years by comparing the total water supply sources available to the water supplier with the total projected water use over the next 20 years.	Water Supply Reliability Assessment	Section 7.3	7-2
10632(a) and 10632(a)(1)	Provide an urban water shortage contingency analysis that specifies stages of action and an outline of specific water supply conditions at each stage.	Water Shortage Contingency Planning	Section 8.1	8-1
10632(a)(2)	Provide an estimate of the minimum water supply available during each of the next three water years based on the driest three-year historic sequence for the agency.	Water Shortage Contingency Planning	Section 8.9	8-5
10632(a)(3)	Identify actions to be undertaken by the urban water supplier in case of a catastrophic interruption of water supplies.	Water Shortage Contingency Planning	Section 8.8	8-5
10632(a)(4)	Identify mandatory prohibitions against specific water use practices during water shortages.	Water Shortage Contingency Planning	Section 8.2	8-2
10632(a)(5)	Specify consumption reduction methods in the most restrictive stages.	Water Shortage Contingency Planning	Section 8.4	8-3
10632(a)(6)	Indicated penalties or charges for excessive use, where applicable.	Water Shortage Contingency Planning	Section 8.3	8-3
10632(a)(7)	Provide an analysis of the impacts of each of the actions and conditions in the water shortage contingency analysis on the revenues and expenditures of the urban water supplier, and proposed measures to overcome those impacts.	Water Shortage Contingency Planning	Section 8.6	8-5
10632(a)(8)	Provide a draft water shortage contingency resolution or ordinance.	Water Shortage Contingency Planning	Section 8.7	8-5
10632(a)(9)	Indicate a mechanism for determining actual reductions in water use pursuant to the water shortage contingency analysis.	Water Shortage Contingency Planning	Section 8.5	8-4
10631(f)(1)	Retail suppliers shall provide a description of the nature and extent of each demand management measure implemented over the past five years. The description will address specific measures listed in code.	Demand Management Measures	Sections 9.2 and 9.3	9-3 9-4
10631(f)(2)	Wholesale suppliers shall describe specific demand management measures listed in	Demand Management	Sections 9.1 and 9.3	N/A

	code, their distribution system asset management program, and supplier assistance program.	Measures		N/A
10631(i)	CUWCC members may submit their 2013-2014 CUWCC BMP annual reports in lieu of, or in addition to, describing the DMM implementation in their UWMPs. This option is only allowable if the supplier has been found to be in full compliance with the CUWCC MOU.	Demand Management Measures	Section 9.5	N/A
10608.26(a)	Retail suppliers shall conduct a public hearing to discuss adoption, implementation, and economic impact of water use targets.	Plan Adoption, Submittal, and Implementation	Section 10.3	10-1
10621(b)	Notify, at least 60 days prior to the public hearing, any city or county within which the supplier provides water that the urban water supplier will be reviewing the plan and considering amendments or changes to the plan.	Plan Adoption, Submittal, and Implementation	Section 10.2.1	10-1
10621(d)	Each urban water supplier shall update and submit its 2015 plan to the department by July 1, 2016.	Plan Adoption, Submittal, and Implementation	Sections 10.3.1 and 10.4	10-1 10-2
10635(b)	Provide supporting documentation that Water Shortage Contingency Plan has been, or will be, provided to any city or county within which it provides water, no later than 60 days after the submission of the plan to DWR.	Plan Adoption, Submittal, and Implementation	Section 10.4.4	10-2
10642	Provide supporting documentation that the urban water supplier made the plan available for public inspection, published notice of the public hearing, and held a public hearing about the plan.	Plan Adoption, Submittal, and Implementation	Sections 10.2.2, 10.3, and 10.5	10-1 10-2
10642	The water supplier is to provide the time and place of the hearing to any city or county within which the supplier provides water.	Plan Adoption, Submittal, and Implementation	Sections 10.2.1	10-1
10642	Provide supporting documentation that the plan has been adopted as prepared or modified.	Plan Adoption, Submittal, and Implementation	Section 10.3.1	10-1
10644(a)	Provide supporting documentation that the urban water supplier has submitted this UWMP to the California State Library.	Plan Adoption, Submittal, and Implementation	Section 10.4.3	10-2
10644(a)(1)	Provide supporting documentation that the urban water supplier has submitted this UWMP to any city or county within which the supplier provides water no later than 30 days after adoption.	Plan Adoption, Submittal, and Implementation	Section 10.4.4	10-2
10644(a)(2)	The plan, or amendments to the plan, submitted to the department shall be submitted electronically.	Plan Adoption, Submittal, and Implementation	Sections 10.4.1 and 10.4.2	10-2

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10645	Provide supporting documentation that, not later than 30 days after filing a copy of its plan with the department, the supplier has or will make the plan available for public review during normal business hours.	Plan Adoption, Submittal, and Implementation	Section 10.5	10-2
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Appendix B
DWR Data Tables

Table 2-1 Retail Only: Public Water Systems

Public Water System Number	Public Water System Name	Number of Municipal Connections 2015	Volume of Water Supplied 2015 (MG)
CA 0710009	Town of Discovery Bay Community Services District	5,947	852
TOTAL		5,947	852
NOTES:			

Table 2-2: Plan Identification		
Select Only One	Type of Plan	Name of RUWMP or Regional Alliance <i>if applicable</i>
<input checked="" type="checkbox"/>	Individual UWMP	
	<input type="checkbox"/> Water Supplier is also a member of a RUWMP	
	<input type="checkbox"/> Water Supplier is also a member of a Regional Alliance	
<input type="checkbox"/>	Regional Urban Water Management Plan (RUWMP)	
NOTES:		

Table 2-3: Agency Identification	
Type of Agency (select one or both)	
<input type="checkbox"/>	Agency is a wholesaler
<input checked="" type="checkbox"/>	Agency is a retailer
Fiscal or Calendar Year (select one)	
<input checked="" type="checkbox"/>	UWMP Tables Are in Calendar Years
<input type="checkbox"/>	UWMP Tables Are in Fiscal Years
If Using Fiscal Years Provide Month and Date that the Fiscal Year Begins (mm/dd)	
Units of Measure Used in UWMP (select from Drop down)	
Unit	MG
NOTES:	

Table 2-4 Retail: Water Supplier Information Exchange
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The retail supplier has informed the following wholesale supplier(s) of projected water use in accordance with CWC 10631.

Wholesale Water Supplier Name <i>(Add additional rows as needed)</i>
--

N/A

NOTES:

Table 3-1 Retail: Population - Current and Projected						
Population Served	2015	2020	2025	2030	2035	2040(<i>opt</i>)
	14,608	18,500	18,500	18,500	22,374	27,059
NOTES: Projected populations are based on proposed new development construction.						

Table 4-1 Retail: Demands for Potable and Raw Water - Actual

Use Type <i>(Add additional rows as needed)</i>	2015 Actual		
<i>Drop down list</i> <i>May select each use multiple times</i> <i>These are the only Use Types that will be recognized by the WUEdata online submittal tool</i>	Additional Description <i>(as needed)</i>	Level of Treatment When Delivered <i>Drop down list</i>	Volume
Other	Residential	Drinking Water	638
Commercial		Drinking Water	34
Institutional/Governmental	Included in Commercial	Drinking Water	
Landscape		Drinking Water	105
Losses		Drinking Water	91
TOTAL			867
NOTES:			

Table 4-2 Retail: Demands for Potable and Raw Water - Projected

Use Type <i>(Add additional rows as needed)</i>	Additional Description <i>(as needed)</i>	Projected Water Use <i>Report To the Extent that Records are Available</i>				
		2020	2025	2030	2035	2040-opt
<u><i>Drop down list</i></u> <i>May select each use multiple times</i> <i>These are the only Use Types that will be recognized by the WUEdata online submittal tool</i>						
Other	Residential	1,009	1,009	1,009	1,221	1,476
Commercial		54	54	54	65	79
Institutional/Governmental	Included in Commercial					
Landscape		166	166	166	200	242
Losses		143	143	143	173	210
TOTAL		1,372	1,372	1,372	1,660	2,007

NOTES:

Table 4-3 Retail: Total Water Demands

	2015	2020	2025	2030	2035	2040 <i>(opt)</i>
Potable and Raw Water <i>From</i> <i>Tables 4-1 and 4-2</i>	867	1,372	1,372	1,372	1,660	2,007
Recycled Water Demand* <i>From</i> <i>Table 6-4</i>	0	0	0	0	0	0
TOTAL WATER DEMAND	867	1,372	1,372	1,372	1,660	2,007

**Recycled water demand fields will be blank until Table 6-4 is complete.*

NOTES:

Table 4-4 Retail: 12 Month Water Loss Audit Reporting	
Reporting Period Start Date (mm/yyyy)	Volume of Water Loss*
01/2015	90.6
<i>* Taken from the field "Water Losses" (a combination of apparent losses and real losses) from the AWWA worksheet.</i>	
NOTES:	

Table 4-5 Retail Only: Inclusion in Water Use Projections

<p>Are Future Water Savings Included in Projections? (Refer to Appendix K of UWMP Guidebook) <i>Drop down list (y/n)</i></p>	<p>No</p>
<p>If "Yes" to above, state the section or page number, in the cell to the right, where citations of the codes, ordinances, etc... utilized in demand projections are found.</p>	
<p>Are Lower Income Residential Demands Included In Projections? <i>Drop down list (y/n)</i></p>	<p>Yes</p>

NOTES:

Table 5-1 Baselines and Targets Summary

Retail Agency or Regional Alliance Only

Baseline Period	Start Year	End Year	Average Baseline GPCD*	2015 Interim Target *	Confirmed 2020 Target*
10-15 year	2001	2010	261	235	209
5 Year	2003	2007	264		
*All values are in Gallons per Capita per Day (GPCD)					
NOTES:					

Table 5-2: 2015 Compliance

Retail Agency or Regional Alliance Only

Actual 2015 GPCD*	2015 Interim Target GPCD*	Optional Adjustments to 2015 GPCD					2015 GPCD* (Adjusted if applicable)	Did Supplier Achieve Targeted Reduction for 2015? Y/N
		Enter "0" if no adjustment is made <i>Methodology 8</i>						
		Extraordinary Events*	Economic Adjustment*	Weather Normalization*	TOTAL Adjustments*	Adjusted 2015 GPCD*		
157	235	0	0	0	0	157	157	Yes
<i>*All values are in Gallons per Capita per Day (GPCD)</i>								
NOTES:								

Table 6-1 Retail: Groundwater Volume Pumped						
□	Supplier does not pump groundwater. The supplier will not complete the table below.					
Groundwater Type <i>Drop Down List</i> <i>May use each category multiple times</i>	Location or Basin Name	2011	2012	2013	2014	2015
<i>Add additional rows as needed</i>						
Alluvial Basin	Tracy Subbasin of the San Joaquin Valley Groundwater Basin	1173	1218	1286	1123	851.6
TOTAL		1,173	1,218	1,286	1,123	852
NOTES:						

Table 6-2 Retail: Wastewater Collected Within Service Area in 2015

<input type="checkbox"/>	There is no wastewater collection system. The supplier will not complete the table below.					
100%	Percentage of 2015 service area covered by wastewater collection system <i>(optional)</i>					
100%	Percentage of 2015 service area population covered by wastewater collection system <i>(optional)</i>					
Wastewater Collection			Recipient of Collected Wastewater			
Name of Wastewater Collection Agency	Wastewater Volume Metered or Estimated? <i>Drop Down List</i>	Volume of Wastewater Collected from UWMP Service Area 2015	Name of Wastewater Treatment Agency Receiving Collected Wastewater	Treatment Plant Name	Is WWTP Located Within UWMP Area? <i>Drop Down List</i>	Is WWTP Operation Contracted to a Third Party? <i>(optional)</i> <i>Drop Down List</i>
<i>Add additional rows as needed</i>						
Town of Discovery Bay Community Services District	Estimated	475	Town of Discovery Bay Community Services District	WWTP No. 1 and No. 2	Yes	Yes
Total Wastewater Collected from Service		475				
NOTES:						

Table 6-3 Retail: Wastewater Treatment and Discharge Within Service Area in 2015

<input type="checkbox"/> No wastewater is treated or disposed of within the UWMP service area. The supplier will not complete the table below.										
Wastewater Treatment Plant Name	Discharge Location Name or Identifier	Discharge Location Description	Wastewater Discharge ID Number (optional)	Method of Disposal <i>Drop down list</i>	Does This Plant Treat Wastewater Generated Outside the Service Area?	Treatment Level <i>Drop down list</i>	2015 volumes			
							Wastewater Treated	Discharged Treated Wastewater	Recycled Within Service Area	Recycled Outside of Service Area
<i>Add additional rows as needed</i>										
WWTP No. 1 and 2	Old River	Old River South of Highway 4 Bridge		River or creek outfall	No	Secondary, Undisinfected	475	475	0	0
Total							475	475	0	0
NOTES:										

Table 6-4 Retail: Current and Projected Recycled Water Direct Beneficial Uses Within Service Area

<input checked="" type="checkbox"/>		Recycled water is not used and is not planned for use within the service area of the supplier. The supplier will not complete the table below.						
Name of Agency Producing (Treating) the Recycled Water:		Town of Discovery Bay Community Services District						
Name of Agency Operating the Recycled Water Distribution System:		Town of Discovery Bay Community Services District						
Supplemental Water Added in 2015		No						
Source of 2015 Supplemental Water		N/A						
Beneficial Use Type	General Description of 2015 Uses	Level of Treatment <i>Drop down list</i>	2015	2020	2025	2030	2035	2040 (opt)
Agricultural irrigation			0	0	0	0	0	0
Landscape irrigation (excludes golf courses)			0	0	0	0	0	0
Golf course irrigation			0	0	0	0	0	0
Commercial use			0	0	0	0	0	0
Industrial use			0	0	0	0	0	0
Geothermal and other energy production			0	0	0	0	0	0
Seawater intrusion barrier			0	0	0	0	0	0
Recreational impoundment			0	0	0	0	0	0
Wetlands or wildlife habitat			0	0	0	0	0	0
Groundwater recharge (IPR)*			0	0	0	0	0	0
Surface water augmentation (IPR)*				0	0	0	0	0
Direct potable reuse				0	0	0	0	0
Other (Provide General Description)			0	0	0	0	0	0
Total:			0	0	0	0	0	0

*IPR - Indirect Potable Reuse

NOTES:

Table 6-5 Retail: 2010 UWMP Recycled Water Use Projection Compared to 2015 Actual

<input checked="" type="checkbox"/>	Recycled water was not used in 2010 nor projected for use in 2015. The supplier will not complete the table below.	
Use Type	2010 Projection for 2015	2015 Actual Use
Agricultural irrigation	0	0
Landscape irrigation (excludes golf courses)	0	0
Golf course irrigation	0	0
Commercial use	0	0
Industrial use	0	0
Geothermal and other energy production	0	0
Seawater intrusion barrier	0	0
Recreational impoundment	0	0
Wetlands or wildlife habitat	0	0
Groundwater recharge (IPR)	0	0
Surface water augmentation (IPR)	0	0
Direct potable reuse	0	0
Other	0	0
Total	0	0
NOTES:		

Table 6-6 Retail: Methods to Expand Future Recycled Water Use

☑	Supplier does not plan to expand recycled water use in the future. Supplier will not complete the table below but will provide narrative explanation.		
	Provide page location of narrative in UWMP		
Name of Action	Description	Planned Implementation Year	Expected Increase in Recycled Water Use
<i>Add additional rows as needed</i>			
Total			0
NOTES:			

Table 6-7 Retail: Expected Future Water Supply Projects or Programs

<input type="checkbox"/>	No expected future water supply projects or programs that provide a quantifiable increase to the agency's water supply. Supplier will not complete the table below.					
<input type="checkbox"/>	Some or all of the supplier's future water supply projects or programs are not compatible with this table and are described in a narrative format.					
Provide page location of narrative in the UWMP						
Name of Future Projects or Programs	Joint Project with other agencies?		Description (if needed)	Planned Implementation Year	Planned for Use in Year Type	Expected Increase in Water Supply to
	<i>Drop Down List (y/n)</i>	<i>If Yes, Agency Name</i>				
<i>Add additional rows as needed</i>						
Well 8	No		groundwater well	2019	All Year Types	0
NOTES: Well 8 is intended to replace Well 5A, which will be abandoned upon completion of Well 8.						

Table 6-8 Retail: Water Supplies — Actual

Table 6-8 Retail: Water Supplies — Actual				
Water Supply	Additional Detail on Water Supply	2015		
<i>Drop down list</i> <i>May use each category multiple times.</i> <i>These are the only water supply categories that will be recognized by the WUedata online submittal tool</i>		Actual Volume	Water Quality <i>Drop Down List</i>	Total Right or Safe Yield <i>(optional)</i>
<i>Add additional rows as needed</i>				
Groundwater		852	Raw Water	
Total		852		0
NOTES:				

Table 6-9 Retail: Water Supplies — Projected											
Water Supply	Additional Detail on Water Supply	Projected Water Supply <i>Report To the Extent Practicable</i>									
		2020		2025		2030		2035		2040 (opt)	
<i>Drop down list May use each category multiple times. These are the only water supply categories that will be recognized by the WUEdata online submittal tool</i>		Reasonably Available Volume	Total Right or Safe Yield (optional)	Reasonably Available Volume	Total Right or Safe Yield (optional)	Reasonably Available Volume	Total Right or Safe Yield (optional)	Reasonably Available Volume	Total Right or Safe Yield (optional)	Reasonably Available Volume	Total Right or Safe Yield (optional)
<i>Add additional rows as needed</i>											
Groundwater		2,500		2,500		2,500		2,500		2,500	
	Total	2,500	0	2,500	0	2,500	0	2,500	0	2,500	0

NOTES:

Table 7-1 Retail: Basis of Water Year Data

Year Type	Base Year <i>If not using a calendar year, type in the last year of the fiscal, water year, or range of years, for example, water year 1999-2000, use 2000</i>	Available Supplies if Year Type Repeats	
		<input type="checkbox"/>	Quantification of available supplies is not compatible with this table and is provided elsewhere in the UWMP. Location _____
		<input checked="" type="checkbox"/>	Quantification of available supplies is provided in this table as either volume only, percent only, or both.
		Volume Available	% of Average Supply
Average Year	2008 (recorded maximum usage)	1328	100%
Single-Dry Year	2007	1328	100%
Multiple-Dry Years 1st Year	2012	1328	100%
Multiple-Dry Years 2nd Year	2013	1328	100%
Multiple-Dry Years 3rd Year	2014	1328	100%
Multiple-Dry Years 4th Year <i>Optional</i>	2015	1328	100%
Agency may use multiple versions of Table 7-1 if different water sources have different base years and the supplier chooses to report the base years for each water source separately. If an agency uses multiple versions of Table 7-1, in the "Note" section of each table, state that multiple versions of Table 7-1 are being used and identify the particular water source that is being reported in each table.			
NOTES:			

Table 7-2 Retail: Normal Year Supply and Demand Comparison					
	2020	2025	2030	2035	2040 <i>(Opt)</i>
Supply totals <i>(autofill from Table 6-9)</i>	2,500	2,500	2,500	2,500	2,500
Demand totals <i>(autofill from Table 4-3)</i>	1,372	1,372	1,372	1,660	2,007
Difference	1,128	1,128	1,128	840	493
NOTES:					

Table 7-3 Retail: Single Dry Year Supply and Demand Comparison					
	2020	2025	2030	2035	2040 (Opt)
Supply totals	2,500	2,500	2,500	2,500	2,500
Demand totals	1,369	1,369	1,369	1,651	1,993
Difference	1,131	1,131	1,131	849	507
NOTES:					

Table 7-4 Retail: Multiple Dry Years Supply and Demand Comparison

		2020	2025	2030	2035	2040 (Opt)
First year	Supply totals	2,500	2,500	2,500	2,500	2,500
	Demand totals	1,369	1,369	1,369	1,651	1,993
	Difference	1,131	1,131	1,131	849	507
Second year	Supply totals	2,500	2,500	2,500	2,500	2,500
	Demand totals	1,369	1,369	1,369	1,651	1,993
	Difference	1,131	1,131	1,131	849	507
Third year	Supply totals	2,500	2,500	2,500	2,500	2,500
	Demand totals	1,369	1,369	1,369	1,651	1,993
	Difference	1,131	1,131	1,131	849	507
NOTES:						

**Table 8-1 Retail
Stages of Water Shortage Contingency Plan**

Stage	Complete Both	
	Percent Supply Reduction ¹ <i>Numerical value as a percent</i>	Water Supply Condition <i>(Narrative description)</i>
<i>Add additional rows as needed</i>		
I - Voluntary	0-5%	Normal to Minimum - Ex: loss of a redundant well supply
II - Mandatory Conservation	0-15%	Moderate - Ex: Severe drought <u>or</u> catastrophic loss of 2 wells
III - Rationing	15-35%	Severe to Critical - Ex: Catastrophic loss of 3 wells
IV - Intense Rationing	35-50%	Severe to Critical - Ex: Catastrophic loss of 3 wells or more wells
¹ <i>One stage in the Water Shortage Contingency Plan must address a water shortage of 50%.</i>		
NOTES:		

Table 8-2 Retail Only: Restrictions and Prohibitions on End Uses

Stage	Restrictions and Prohibitions on End Users <i>Drop down list</i> <i>These are the only categories that will be accepted by the WUEdata online submittal tool</i>	Additional Explanation or Reference <i>(optional)</i>	Penalty, Charge, or Other Enforcement? <i>Drop Down List</i>
<i>Add additional rows as needed</i>			
II, III, IV	Landscape - Restrict or prohibit runoff from landscape irrigation	Excessive outdoor watering (Causing runoff to non-irrigated areas)	Yes
II, III, IV	Other - Require automatic shut of hoses	Use of hose without a shut-off nozzle for vehicle washing	Yes
II, III, IV	Other - Prohibit use of potable water for washing hard surfaces	Application of water to driveways or sidewalks	Yes
II, III, IV	Water Features - Restrict water use for decorative water features, such as fountains	Use of water in non-circulating fountain or water feature	Yes
II, III, IV	Landscape - Limit landscape irrigation to specific days	Outdoor irrigation beyond the allowed watering schedule	Yes
III, IV	Other - Customers must repair leaks, breaks, and malfunctions in a timely manner	Uncorrected plumbing leaks	Yes
III, IV	Other - Prohibit vehicle washing except at facilities using recycled or recirculating water	Washing cars	Yes
III, IV	Landscape - Prohibit all landscape irrigation	Watering lawns/landscapes or filling outdoor water features	Yes

NOTES:

**Table 8-3 Retail Only:
Stages of Water Shortage Contingency Plan - Consumption Reduction Methods**

Stage	Consumption Reduction Methods by Water Supplier <i>Drop down list</i> <i>These are the only categories that will be accepted by the WUEdata online submittal tool</i>	Additional Explanation or Reference <i>(optional)</i>
<i>Add additional rows as needed</i>		
All Stages	Other	Demand Reduction Program
All Stages	Provide Rebates on Plumbing Fixtures and Devices	Water conservation kits
All Stages	Expand Public Information Campaign	Education programs
All Stages	Other	Voluntary rationing
II, III, IV	Other	Mandatory prohibitions
III, IV	Other	Apply flow restrictions to customers
III, IV	Implement or Modify Drought Rate Structure or Surcharge	Water shortage pricing
II, III, IV	Implement or Modify Drought Rate Structure or Surcharge	Apply penalties for excessive water use
III, IV	Other	Restrict water use for only priority uses
IV	Moratorium or Net Zero Demand Increase on New Connections	Mandatory water rationing, per capita allotment
NOTES:		

Table 8-4 Retail: Minimum Supply Next Three Years			
	2016	2017	2018
Available Water Supply	1,328	1,328	1,328
NOTES:			

Table 10-1 Retail: Notification to Cities and Counties		
City Name	60 Day Notice	Notice of Public Hearing
Contra Costa Water District	<input type="checkbox"/>	<input checked="" type="checkbox"/>
East Contra Costa Irrigation District	<input type="checkbox"/>	<input checked="" type="checkbox"/>
City of Brentwood	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Diablo Water District	<input type="checkbox"/>	<input checked="" type="checkbox"/>
General Public	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
County Name <i>Drop Down List</i>	60 Day Notice	Notice of Public Hearing
Contra Costa County	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Appendix C
Public Involvement Materials

[DATE]

John Kopchik, Director
Contra Costa County
Department of Conservation and Development
30 Muir Road
Martinez, CA 94553

Subject: Town of Discovery Bay Community Services District's
2015 Urban Water Management Plan

Dear Mr. Kopchik:

This letter is to notify you that the Town of Discovery Bay Community Services District (TODB) is reviewing the Urban Water Management Plan (UWMP) and considering amendments to the plan that will be adopted in the 2015 UWMP. In accordance with California Water Code, TODB is required to update and adopt an UWMP and submit a completed plan to DWR every five years.

Although TODB did not adopt a 2015 UWMP by July 1, 2016, TODB plans to adopt a 2015 UWMP at a public hearing that will be held at least 60 days from the date of this letter. The date of the public hearing is tentatively scheduled for Wednesday November 30, 2016 at 7 p.m. at the Community Center located on 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505. Publications will be made in advance of the public hearing.

If you have any questions or if you would like additional information, please contact Justin Shobe via e-mail at jshobe@lscce.com, or by phone at (530) 661-0109.

Sincerely,

Catherine Kutsuris,
Interim General Manager

Appendix D
2015 Adoption Resolution
(to be included in Final)

Appendix E
AWWA Free Water Audit Software

AWWA Free Water Audit Software v5.0

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This spreadsheet-based water audit tool is designed to help quantify and track water losses associated with water distribution systems and identify areas for improved efficiency and cost recovery. It provides a "top-down" summary water audit format, and is not meant to take the place of a full-scale, comprehensive water audit format.

Auditors are strongly encouraged to refer to the most current edition of AWWA M36 Manual for Water Audits for detailed guidance on the water auditing process and targetting loss reduction levels

The spreadsheet contains several separate worksheets. Sheets can be accessed using the tabs towards the bottom of the screen, or by clicking the buttons below.

Please begin by providing the following information

Name of Contact Person:

Email Address:

Telephone | Ext.:

Name of City / Utility:

City/Town/Municipality:

State / Province:

Country:

Year:

Audit Preparation Date:

Volume Reporting Units:

PWSID / Other ID:

The following guidance will help you complete the Audit

All audit data are entered on the [Reporting Worksheet](#)

- Value can be entered by user
- Value calculated based on input data
- These cells contain recommended default values

Use of Option (Radio) Buttons: Pcnt: Value:

Select the default percentage by choosing the option button on the left

To enter a value, choose this button and enter a value in the cell to the right

The following worksheets are available by clicking the buttons below or selecting the tabs along the bottom of the page

<p><u>Instructions</u></p> <p>The current sheet. Enter contact information and basic audit details (year, units etc)</p>	<p><u>Reporting Worksheet</u></p> <p>Enter the required data on this worksheet to calculate the water balance and data grading</p>	<p><u>Comments</u></p> <p>Enter comments to explain how values were calculated or to document data sources</p>	<p><u>Performance Indicators</u></p> <p>Review the performance indicators to evaluate the results of the audit</p>	<p><u>Water Balance</u></p> <p>The values entered in the Reporting Worksheet are used to populate the Water Balance</p>	<p><u>Dashboard</u></p> <p>A graphical summary of the water balance and Non-Revenue Water components</p>
<p><u>Grading Matrix</u></p> <p>Presents the possible grading options for each input component of the audit</p>	<p><u>Service Connection Diagram</u></p> <p>Diagrams depicting possible customer service connection line configurations</p>	<p><u>Definitions</u></p> <p>Use this sheet to understand the terms used in the audit process</p>	<p><u>Loss Control Planning</u></p> <p>Use this sheet to interpret the results of the audit validity score and performance indicators</p>	<p><u>Example Audits</u></p> <p>Reporting Worksheet and Performance Indicators examples are shown for two validated audits</p>	<p><u>Acknowledgements</u></p> <p>Acknowledgements for the AWWA Free Water Audit Software v5.0</p>

If you have questions or comments regarding the software please contact us via email at: wlc@awwa.org



AWWA Free Water Audit Software: Reporting Worksheet

WAS v5.0

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?	Click to access definition
+	Click to add a comment

Water Audit Report for: **Town of Discovery Bay Community Services District (0710009)**
 Reporting Year: **2015** / **1/2015 - 12/2015**

Please enter data in the white cells below. Where available, metered values should be used; if metered values are unavailable please estimate a value. Indicate your confidence in the accuracy of the input data by grading each component (n/a or 1-10) using the drop-down list to the left of the input cell. Hover the mouse over the cell to obtain a description of the grades

All volumes to be entered as: MILLION GALLONS (US) PER YEAR

To select the correct data grading for each input, determine the highest grade where the utility meets or exceeds all criteria for that grade and all grades below it.

Master Meter and Supply Error Adjustments

WATER SUPPLIED

----- Enter grading in column 'E' and 'J' ----->

Volume from own sources:	+	?	5	851.600	MG/Yr
Water imported:	+	?	n/a		MG/Yr
Water exported:	+	?	n/a		MG/Yr

Pcnt:	+	?	3	-2.00%		MG/Yr
Value:						MG/Yr
	+	?				MG/Yr

WATER SUPPLIED: **868.980** MG/Yr

Enter negative % or value for under-registration
Enter positive % or value for over-registration

AUTHORIZED CONSUMPTION

Billed metered:	+	?	1	345.300	MG/Yr
Billed unmetered:	+	?	2	430.900	MG/Yr
Unbilled metered:	+	?	n/a	0.000	MG/Yr
Unbilled unmetered:	+	?	5	2.172	MG/Yr

AUTHORIZED CONSUMPTION: **778.372** MG/Yr

Click here: ?
for help using option buttons below

Pcnt:	+	?		2.172	MG/Yr
Value:					MG/Yr

Use buttons to select percentage of water supplied
OR
value

WATER LOSSES (Water Supplied - Authorized Consumption)

90.607 MG/Yr

Apparent Losses

Unauthorized consumption: **2.172** MG/Yr
 Default option selected for unauthorized consumption - a grading of 5 is applied but not displayed

Customer metering inaccuracies:	+	?	2	7.047	MG/Yr
Systematic data handling errors:	+	?		0.863	MG/Yr

Default option selected for Systematic data handling errors - a grading of 5 is applied but not displayed

Apparent Losses: **10.083** MG/Yr

Pcnt:	+	?		0.25%	MG/Yr
Value:					MG/Yr

	+	?		2.00%	MG/Yr
	+	?		0.25%	MG/Yr

Real Losses (Current Annual Real Losses or CARL)

Real Losses = Water Losses - Apparent Losses: **80.525** MG/Yr

WATER LOSSES: **90.607** MG/Yr

NON-REVENUE WATER

NON-REVENUE WATER: **92.780** MG/Yr

= Water Losses + Unbilled Metered + Unbilled Unmetered

SYSTEM DATA

Length of mains:	+	?	7	50.0	miles
Number of active AND inactive service connections:	+	?	2	5,947	
Service connection density:	?			119	conn./mile main

Are customer meters typically located at the curbstop or property line? **Yes**

Average length of customer service line: **0**
 Average length of customer service line has been set to zero and a data grading score of 10 has been applied

Average operating pressure:	+	?	5	60.0	psi
-----------------------------	---	---	---	------	-----

COST DATA

Total annual cost of operating water system:	+	?	10	\$2,450,461	\$/Year
Customer retail unit cost (applied to Apparent Losses):	+	?	3	\$1.51	\$/100 cubic feet (ccf)
Variable production cost (applied to Real Losses):	+	?	5	\$361.34	\$/Million gallons

Use Customer Retail Unit Cost to value real losses

WATER AUDIT DATA VALIDITY SCORE:

*** YOUR SCORE IS: 44 out of 100 ***

A weighted scale for the components of consumption and water loss is included in the calculation of the Water Audit Data Validity Score

PRIORITY AREAS FOR ATTENTION:

Based on the information provided, audit accuracy can be improved by addressing the following components:

- 1: Volume from own sources
- 2: Billed metered
- 3: Billed unmetered



AWWA Free Water Audit Software: System Attributes and Performance Indicators

WAS v5.0

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Water Audit Report for: Town of Discovery Bay Community Services District (0710009)
 Reporting Year: 2015 1/2015 - 12/2015

***** YOUR WATER AUDIT DATA VALIDITY SCORE IS: 44 out of 100 *****

System Attributes:

	Apparent Losses:	10.083	MG/Yr
+	Real Losses:	80.525	MG/Yr
=	Water Losses:	90.607	MG/Yr

? Unavoidable Annual Real Losses (UARL): 25.46 MG/Yr

Annual cost of Apparent Losses: \$20,380

Annual cost of Real Losses: \$29,097 Valued at **Variable Production Cost**

Return to Reporting Worksheet to change this assumption

Performance Indicators:

Financial:	{	Non-revenue water as percent by volume of Water Supplied:	10.7%	
		Non-revenue water as percent by cost of operating system:	2.1%	Real Losses valued at Variable Production Cost

Operational Efficiency:	{	Apparent Losses per service connection per day:	4.64	gallons/connection/day
		Real Losses per service connection per day:	37.10	gallons/connection/day
		Real Losses per length of main per day*:	N/A	
		Real Losses per service connection per day per psi pressure:	0.62	gallons/connection/day/psi

From Above, Real Losses = Current Annual Real Losses (CARL): 80.52 million gallons/year

? Infrastructure Leakage Index (ILI) [CARL/UARL]: 3.16

* This performance indicator applies for systems with a low service connection density of less than 32 service connections/mile of pipeline



AWWA Free Water Audit Software: User Comments

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Use this worksheet to add comments or notes to explain how an input value was calculated, or to document the sources of the information used.

General Comment:	
Audit Item	Comment
Volume from own sources:	
Vol. from own sources: Master meter error adjustment:	
Water imported:	
Water imported: master meter error adjustment:	
Water exported:	
Water exported: master meter error adjustment:	
Billed metered:	
Billed unmetered:	
Unbilled metered:	

Audit Item	Comment
Unbilled unmetered:	
Unauthorized consumption:	
Customer metering inaccuracies:	
Systematic data handling errors:	
Length of mains:	
Number of active AND inactive service connections:	
Average length of customer service line:	
Average operating pressure:	
Total annual cost of operating water system:	
Customer retail unit cost (applied to Apparent Losses):	
Variable production cost (applied to Real Losses):	



AWWA Free Water Audit Software: Water Balance

WAS v5.0

American Water Works Association.

Water Audit Report for:	Town of Discovery Bay Community Services District (0710009)	
Reporting Year:	2015	1/2015 - 12/2015
Data Validity Score:	44	

		Water Exported <i>0.000</i>	Billed Water Exported			Revenue Water 0.000
Own Sources (Adjusted for known errors)	868.980	Water Supplied 868.980	Authorized Consumption 778.372	Billed Authorized Consumption 776.200	Billed Metered Consumption (water exported is removed) 345.300	Revenue Water 776.200
				Unbilled Authorized Consumption 2.172	Billed Unmetered Consumption 430.900	Non-Revenue Water (NRW)
Water Imported	0.000	Water Losses 90.607	Apparent Losses 10.083	Unauthorized Consumption 2.172	Unbilled Metered Consumption 0.000	92.780
				Customer Metering Inaccuracies 7.047	Unbilled Unmetered Consumption 2.172	
				Systematic Data Handling Errors 0.863	Leakage on Transmission and/or Distribution Mains Not broken down	
				Real Losses 80.525	Leakage and Overflows at Utility's Storage Tanks Not broken down	
				Leakage on Service Connections Not broken down		



AWWA Free Water Audit Software: Dashboard

WAS v5.0

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The graphic below is a visual representation of the Water Balance with bar heights proportional to the volume of the audit components

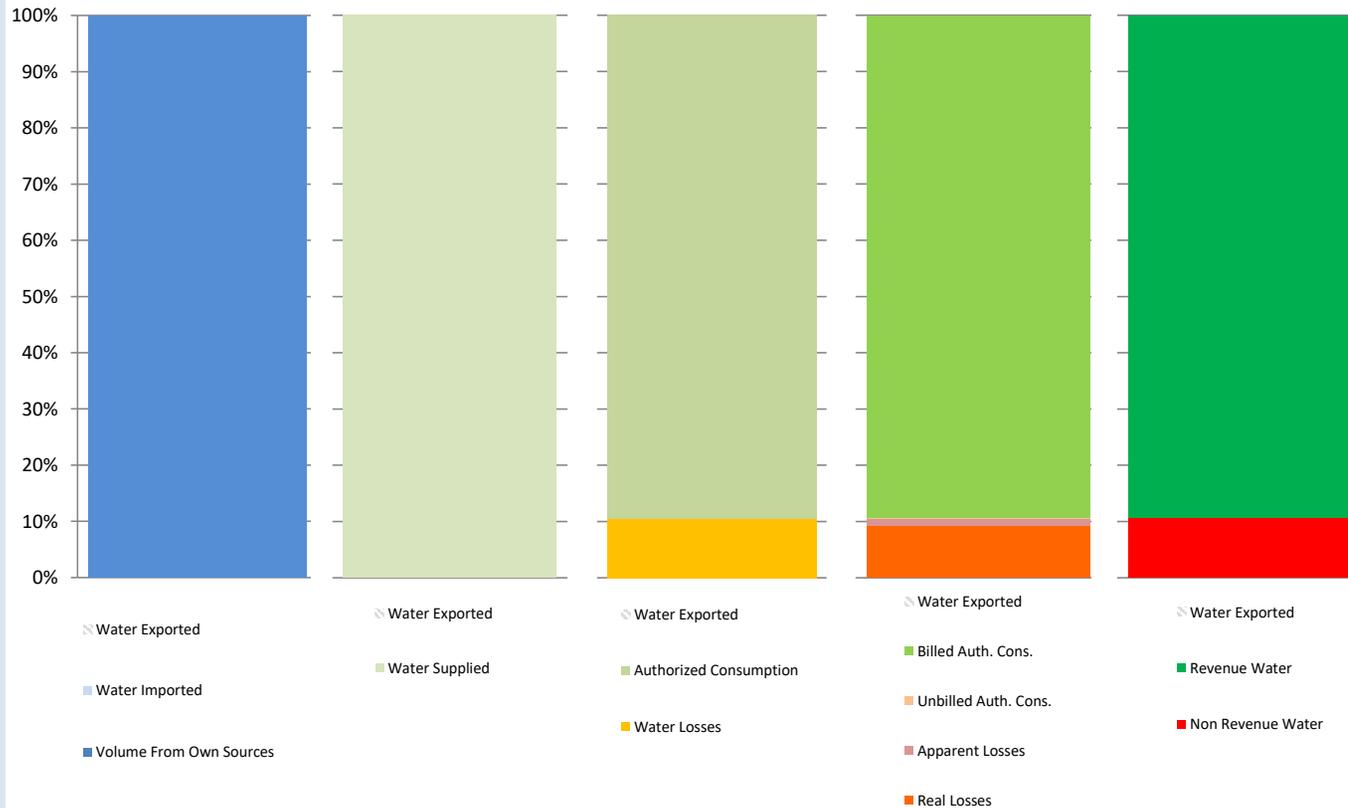
Water Audit Report for: **Town of Discovery Bay Community Services District (0710009)**

Reporting Year: **2015** **1/2015 - 12/2015**

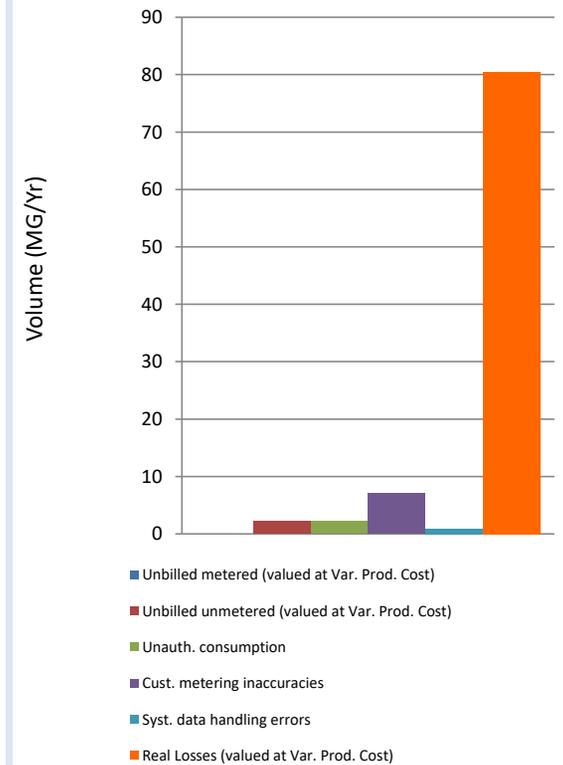
Data Validity Score: **44**

Show me the VOLUME of Non-Revenue Water

Show me the COST of Non-Revenue Water



Total Volume of NRW = 93 MG/Yr



Appendix F
Water Conservation Ordinances

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION _____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ON THE IMPLEMENTATION OF STAGE [II, III, OR IV] OF THE WATER SHORTAGE
CONTINGENCY PLAN AS OUTLINED IN THE 2010 URBAN WATER MANAGEMENT PLAN
ON FILE WITH THE CALIFORNIA DEPARTMENT OF WATER RESOURCES**

WHEREAS, on [DATE], by Resolution _____, The Board of Directors of the Town of Discovery Bay Community Services District approved the 2010 Urban Water Management Plan; and

WHEREAS, the 2010 Urban Water Management Plan includes the Water Shortage Contingency Plan; and

WHEREAS, based on the [describe water supply shortage condition caused by drought or loss of water supply wells] the Board of Directors of the Town of Discovery Bay Community Services District hereby declares that a water shortage emergency condition prevails within the water service area of the Town of Discovery Bay and that water use within the Town of Discovery Bay should be reduced by up to [15, 35 or 50] percent; and

WHEREAS, required water use reduction described above necessitates implementation of Stage [II, III, or IV] of the Town of Discovery Bay's Water Shortage Contingency Plan. The water conservation measures and water use restrictions for Stage [II, III or IV] are described in the attached Water Shortage Contingency Plan. Implementation of Stage [II, III or IV] shall be cumulative and shall include implementation of all previous provisions listed in Stages [I, II, or III]; and

WHEREAS, the General Manager is hereby authorized and empowered to delegate his or her authority hereunder to such assistants, deputies, officers, employees, or agents of the Town as he or she shall designate, and to establish such rules, regulations and procedures, and to prepare or furnish such forms, as he or she deems necessary or appropriate to carry out the provisions of the Resolution; and

WHEREAS, this Resolution shall be effective upon its adoption, and shall remain effective until the water shortage conditions are resolved, in which case this Resolution shall be rescinded, or until conditions worsen, thus requiring additional action by the Board of Directors, in which case a subsequent Resolution will be considered for adoption.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the Town of Discovery Bay that Stage [II, III, or IV] of the Water Shortage Contingency Plan is hereby adopted.

PASSED, APPROVED AND ADOPTED THIS [day] DAY OF [month], [year] by the following vote:

Water Shortage Contingency Plan

Table of Contents

Section 1	Stages of Action
Section 2	Prohibitions
Section 3	Consumption Reduction Methods
Section 4	Penalties
Section 5	Revenue and Expenditure Impacts During Water Shortages
Section 6	Other Actions During Catastrophic Reductions

List of Tables

1. Rationing Stages to address water Supply Shortages
2. Mandatory Prohibitions
3. Proposed Consumption Reduction Methods
4. Penalties and Charges

Attachments

1. Resolution 2014-11 – Voluntary Water Reduction (Appendix C.2)
2. Ordinance No. 25 Establishing Emergency Drought Regulations (Appendix C.3)

This document outlines stages of actions that will be implemented by TODB in the event of water supply shortages and emergency preparedness and plans for catastrophic events. The purpose of this contingency plan is to provide a plan of action to be followed at the various stages of a water shortage. A copy of TODB's current water reduction ordinances and resolutions, are in Appendix C.2 and C.3.

Section 1 Stages of Action

CWC Section 10632 (a) requires stages of action to be undertaken by the water supplier in response to water supply shortages, including up to a 50-percent reduction in water supply, and an outline of specific water supply conditions which are applicable to each stage.

TODB will implement a four-stage action in response to water supply shortages to comply with State requirements. The stages will be implemented during water supply shortages, or regional drought conditions that may not be directly influencing TODB water supplies. The stage determination and declaration of a water supply shortage will be made by the TODB Board of Directors.

Stage I – This stage is part of an ongoing public information campaign encouraging voluntary water conservation. TODB issued a resolution for voluntary water use in *Resolution 2014-11 – Voluntary Water Reduction* (Appendix C.2). There is little to no water shortage during Stage 1. Although Stage I is ongoing, customers are reminded when a regional single-year drought is occurring, or when TODB has a redundant back-up well offline for repairs, which makes the overall supply system more vulnerable to shortages.

Stage II – This stage would be initiated during moderate water shortage (of up to 15%) and would be the first stage where mandatory conservation and water use prohibitions are enforced. Failure of two groundwater supply wells could cause a moderate reduction in water supply resulting in implementation of Stage II. Stage II would also be implemented during a regional severe drought where water conservation is mandatory but impacts to TODB's groundwater supply wells are negligible or non-existent. During Stage II the Board of Directors will declare prohibitions on water use, in accordance with the *TODB Ordinance No. 25 Establishing Emergency Drought Regulations* (Appendix C.3).

Stage III – This stage would be initiated during a severe water shortage (15 to 35%), which could be caused by a catastrophic failure of up to three groundwater supply wells. During Stage III, the Board of Directors would adopt a new ordinance providing authority for the General Manager to implement additional prohibitions and consumption reduction methods that would include water rationing if other consumption reduction methods are not effective at reducing demand.

Stage IV – This stage would be initiated during a critical water shortage (35 to 50%), which could be caused by a catastrophic failure of more than three groundwater supply wells. All steps taken in the prior stages would be intensified and production would be monitored daily for compliance with necessary reductions. Residents would be under water rationing. TODB would be in emergency status to repair and bring online water supply wells.

Table 1 lists the four stages of action for the water shortage contingency.

Table 1 Rationing Stages to Address Water Supply Shortages		
Stage No.	Water Supply Conditions	% Shortage
I - Voluntary	Normal to Minimum – Ex: loss of a redundant well supply	0-5%
II – Mandatory Conservation	Moderate – Ex: Severe drought <u>or</u> catastrophic loss of 2 wells	0-15%
III - Rationing	Severe to Critical – Ex: Catastrophic loss of 3 wells	15-35%
IV – Intense Rationing	Severe to Critical – Ex: Catastrophic loss of 3 or more wells	35-50%

Section 2 Prohibitions

The CWC Section 10632 (d) requires water suppliers to implement mandatory prohibitions against specific water use practices that may be considered excessive during water shortages. If drought conditions or water shortages warrant mandatory prohibitions (Stage II) TODB will implement the current water shortage emergency response plan, *Ordinance No. 25 Establishing Emergency Drought Regulations* (Appendix C.3). Further mandatory prohibitions will be implemented if warranted based on Stage III or Stage IV conditions. Table 2 identifies potential prohibitions that would be enforced during a water shortage emergency.

Table 2 Mandatory Prohibitions	
Prohibitions	Stage When Prohibition Becomes Mandatory
Excessive outdoor watering (causing runoff to non-irrigated areas)	II, III, IV
Use of hose without a shut-off nozzle for vehicle washing	II, III, IV
Application of water to driveways or sidewalks	II, III, IV
Use of water in non-circulating fountain or water feature	II, III, IV
Outdoor irrigation beyond the allowed watering schedule	II, III, IV
Uncorrected plumbing leaks	III, IV
Washing cars	III, IV
Watering lawns/landscapes or filling outdoor water features	III, IV

Section 3 Consumption Reduction Methods

CWC Section 10632 (e) requires the water supplier to implement consumption-reduction methods during the most severe stages of water shortage that are capable of reducing water use by up to 50%. TODB would implement the water consumption–reduction methods shown on Table 3, below. Some of the methods are on-going and are part of the TODB water conservation efforts addressed in the Demand Management Measures.

Table 3 Proposed Consumption Reduction Methods		
Consumption Reduction Methods	Stage When Method Takes Effect	Projected Reduction (%)
Demand Reduction Program	All stages	10-20%
Water conservation kits	All stages	10-20%
Education programs	All stages	10-20%
Voluntary rationing	All stages	0-20%
Mandatory prohibitions	II, III, IV	10-20%
Apply flow restrictions to customers	III, IV	35-50%
Water shortage pricing	III, IV	10-50%
Apply penalties for excessive water use	II, III, IV	10-50%
Restrict water use for only priority uses	III, IV	10-50%
Mandatory water rationing, per capita allotment	IV	20-50%

Section 4 Penalties

CWC Section 10632 (f) requires a water supplier to penalize or charge for excessive use, where applicable. In accordance with the TODB Ordinance No. 25, when a water shortage emergency is declared, the General Manager may issue a Notice of Violation to any customer that fails to comply with the conditions of the ordinance. After one notice has been issued further violations shall be punishable by a fine of: \$25 for a first violation; \$50 for a second violation; \$100 for a third violation; and \$500 for a fourth violation and any subsequent violation thereafter.

Furthermore each day upon which any condition of the ordinance is violated constitutes a separate violation.

During severe and critical water shortages (Stages III and IV), there will be additional charges applied for excessive water use. During these water shortages, the General Manager may take further actions if violations continue after the one written warning, such as installing a flow-restricting device on the service line, or termination of service for repeated violations of unauthorized water use. Table 4 presents the stages during which penalties and charges take effect.

Table 4	
Water shortage contingency — penalties and charges	
Penalties or Charges	Stage When Penalty Takes Effect
Penalty for excess use	II, III, IV
Charge for excess use	III, IV
Flow Restriction	III, IV
Termination of Service	III, IV

Section 5 Revenue and Expenditure Impacts During Water Shortages

CWC Section 10632 (f) requires an analysis of the impacts of consumption reduction on the revenues and expenditures of the water supplier. TODB will establish an accounting for tracking expenses and revenue shortfalls associated with water conservation and rationing. TODB maintains reserve funds that can be used to offset expenditure impacts during times of emergency. TODB will implement a surcharge to recover unmitigated revenue shortfalls.

Section 6 Other Actions During Catastrophic Reductions

In the event of catastrophic reduction in water supplies, TODB would implement emergency preparedness plans, depending on the cause and severity of the water shortage. California Water Code (CWC) Section 10632 (c) requires certain actions to be undertaken by the water supplier during a catastrophic interruption in water supplies. A catastrophic event resulting in water shortage would be any event, either natural or man-made, with varying levels of severity to the water supply conditions. Examples include, but are not limited to, a regional power outage, an earthquake, or other disasters.

TODB has in place an Emergency Operations Plan that would be implemented by the TODB staff in the event of a catastrophic water shortage. TODB has equipped its facilities with standby emergency generators that would be operated if the catastrophic event involved loss of power. Both of the water treatment plants and booster stations are equipped with permanent emergency generators and automatic transfer switches. TODB owns portable generators that can be used to operate the groundwater pumping stations. If there is catastrophic rupturing of pipelines, during an earthquake for example, the emergency operations procedures would be followed to isolate the damaged sections, notify customers and immediately repair the damage.



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2014-11

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ENCOURAGING DISCOVERY BAY RESIDENTS TO VOLUNTARILY
REDUCE WATER CONSUMPTION BY 20% TO AID IN DROUGHT RELIEF EFFORTS**

WHEREAS, Town of Discovery Bay Community Services District has as one of its functions the production, treatment and delivery of potable water for domestic purposes; and

WHEREAS, the State of California is in the midst of a three-year water drought that has severely depleted the reservoirs and lakes necessary to provide continued water supplies to all Californians; and

WHEREAS, on January 17, 2014 California Governor Edmund G. Brown declared a water State of Emergency as California and the West enter yet another year of extreme drought conditions; and

WHEREAS, on April 25, 2014 Governor Brown urged all Californians to reduce water consumption by 20%, and encourages all Californians to visit www.saveourh2o.org to find out how water can be conserved.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Town of Discovery Bay encourages all Discovery Bay water users to voluntarily reduce water consumption by 20% until the time the drought has ended and to visit www.saveourh2o.org to find ways to conserve water.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 4th DAY OF June, 2014.

Mark Simon
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on June 4, 2014, by the following vote of the Board:

AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0

Richard J. Howard
Board Secretary



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
ORDINANCE NO. 25**

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ESTABLISHING EMERGENCY DROUGHT REGULATIONS**

Be it ordained by the Board of Directors of the Town of Discovery Bay Community Services District as follows:

SECTION 1. Short Title

This Ordinance shall be known and may be cited as Town of Discovery Bay Drought Emergency Regulation Ordinance.

SECTION 2. Purpose

The purpose of this Ordinance is to protect the health, safety, and welfare of residents of the Town of Discovery Bay Community Services District; to respond to the current drought crisis and other possible crises in the future; to authorize the Board of Directors to declare a water shortage emergency; and to regulate water usage with the District for the purpose of conserving severely limited water resources.

SECTION 3. Water Shortage Emergency Declaration

The Board of Directors may declare a water shortage emergency by resolution and upon finding that additional water use restrictions are necessary for the immediate protection of health and safety or are required by State law.

A water shortage emergency declaration shall remain in effect until the Board of Directors finds and declares by resolution that the water shortage emergency condition has abated, has changed in degree, or no longer exists.

SECTION 4. Regulations

While a water shortage emergency declaration is in effect, the following activities shall be prohibited except where necessary to address an immediate health and safety need:

1. The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;
2. The use of a hose that dispenses potable water to wash a motor vehicle except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
3. The application of potable water to driveways and sidewalks;
4. The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system;
5. Outdoor irrigation of lawns, ornamental landscapes, or turf with potable water, except as follows:
 - a. Dwellings or establishments with odd numbered street addresses may use outdoor water before 1 p.m. and after 7 p.m. on Wednesdays and Sundays only;

- b. Dwellings or establishments with even numbered street addresses may use outdoor water before 1p.m. and after 7 p.m. on Tuesdays and Saturdays only.
- c. All dwellings, establishments, businesses, associations, parks or open spaces that are connected to an outdoor irrigation system which provides outdoor irrigation to multiple addresses, units and/or areas with or without an address may use outdoor water not more than two days per week for each zone or area controlled by that irrigation system.

SECTION 5. Enforcement

The General Manager of the District shall administer, implement and enforce the provisions of this Ordinance. Any powers granted to or duties imposed upon the General Manager may be delegated by the General Manager to persons acting in the beneficial interest of or in the employ of the District.

SECTION 6. Violation

The General Manager, or his/her designee, may issue a Notice of Violation to any person, business, association, or other party who fails to comply with any condition of this Ordinance. Failure to comply with any condition of this Ordinance after the issuance of a Notice of Violation shall be punishable by a fine of \$25 for a first violation, a fine of \$50 for a second violation, a fine of \$100 for a third violation, and a fine of \$500 for a fourth violation and any subsequent violation thereafter. Each day upon which any condition of this Ordinance is violated shall constitute a separate violation.

Any use or activity in violation of the terms of this Ordinance is declared to be a nuisance per se, and may be abated by order of any court of competent jurisdiction. The District Board, in addition to other remedies, may institute any appropriate action or proceedings to prevent, abate, or restrain the violation. All costs, fees and expenses in connection with such action shall be assessed as damages against the violation.

SECTION 7. Severability

The various parts, paragraphs, section, and clauses of this Ordinance are declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected.

SECTION 8. Adoption and Effective Date

This Ordinance is hereby declared to have been adopted by the District Board at a meeting thereof duly called and held on the 3rd day of September, 2014, and ordered to be given effect thirty (30) days after its first publication as mandated by statute.

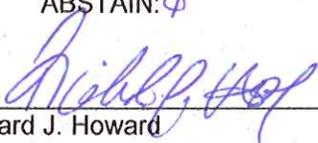
CERTIFICATION

Passed and adopted at a regular meeting of the Board of Directors of the Town of Discovery Bay Community Services District held on September 3, 2014 by the following vote:



Mark Simon
Board President

AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0


Richard J. Howard
Board Secretary



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
ORDINANCE NO. 2016-27**

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
DROUGHT REGULATION ORDINANCE
AMENDING IN ITS ENTIRETY AND RE-NUMBERING ORDINANCE NO. 25**

Be it ordained by the Board of Directors of the Town of Discovery Bay Community Services District as follows:

SECTION 1. Short Title

This Ordinance shall be known and may be cited as Town of Discovery Bay Drought Regulation Ordinance ("Ordinance").

SECTION 2. Purpose

The purpose of this Ordinance is to protect the health, safety, and welfare of residents of the Town of Discovery Bay Community Services District ("District"); to continue to respond to the ongoing drought issues and to regulate water usage in the District for the purpose of conserving limited water resources.

SECTION 3. Water Shortage Emergency Declaration and Response Authority

The Board of Directors may declare a water shortage emergency by resolution upon finding that water use restrictions are necessary for the immediate protection of health and safety or as required by State law.

A water shortage emergency declaration is effective until the Board of Directors finds, and declares by resolution, that the water shortage emergency condition has abated, changed in degree, or no longer exists.

The Board of Directors has the authority to continue water conservation regulations to address water supply conditions within the District. The Board of Directors may also take additional action to prevent waste and unreasonable use of water and to further promote conservation.

SECTION 4. Water Conservation Regulations

While the District continues to be impacted by limited water supplies, the following activities are prohibited, except where necessary to address an immediate health and safety need:

1. The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;

2. The use of a hose that dispenses potable water to wash a motor vehicle except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
3. The application of potable water to driveways and sidewalks;
4. The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system;
5. The application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall;
6. The irrigation of landscapes outside of newly constructed homes and buildings with potable water in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development;
7. The irrigation of ornamental turf on public street medians with potable water;
8. The serving of drinking water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served or purchased.

SECTION 5. Enforcement

The General Manager of the District shall administer, implement and enforce the provisions of this Ordinance. Any powers or duties granted to the General Manager may be delegated by the General Manager to persons acting in the beneficial interest of or in the employ of the District.

SECTION 6. Violation

The General Manager, or his/her designee, may issue a Notice of Violation to any person, business, association, or other party who fails to comply with any conditions of this Ordinance. Any person, business, association or other party violating this Ordinance after issuance of a Notice of Violation shall be assessed a fine of \$25 for a first violation, a fine of \$50 for a second violation in any 6-month period, and a fine of \$100 for each additional violation in any 6-month period. Fines assessed pursuant to this Ordinance may be included in the offending party's water service bill or, for unmetered accounts which do not receive a water service bill, with the water service charges collected on the county tax roll on behalf of the District. Non-payment of water service bills or water service charges collected on the county tax roll on behalf of the District, including the non-payment of any fine included therein, may result in termination of service and disconnection from the water system pursuant to District Ordinance. In addition to any other action taken by the District, the District may utilize an outside collection agency to recover unpaid fines.

Any use or activity in violation of the terms of this Ordinance is declared to be a nuisance per se, and may be abated by order of any court of competent jurisdiction. The District Board, in addition to other remedies, may institute any appropriate action or proceedings to prevent, abate, or restrain the violation. All costs, fees and expenses in connection with such action shall be assessed as damages against the violation.

SECTION 7. Appeals

Any party subject to a Notice of Violation or fine issued pursuant this Ordinance may appeal for reconsideration. Appeals for reconsideration shall be processed as follows:

1. A party appealing for reconsideration a Notice of Violation or fine issued pursuant to this Ordinance shall do so in writing to the General Manager by either using forms provided by the District or by letter setting forth in detail the reasons for the appeal.
2. The General Manager shall review all appeals for consideration and shall within fifteen (15) days of receipt of the written appeal notify the appealing party of his or her decision to deny or sustain the appeal, or to modify the Notice of Violation or fine based on the evidence presented.
3. If the appealing party disagrees with the General Manager's decision, the decision may be appealed to the Board of Directors. An appeal to the Board of Directors shall be submitted in writing to the Clerk of the Board by either using forms provided by the District or by letter setting forth in detail the reasons for the appeal. Each appeal to the Board of Directors shall be accompanied by the payment of an appeal fee of \$25.00, or as set by resolution of the Board of Directors, to defray the costs of the appeal.
4. If an appeal to the Board of Directors is made, the appealing party shall be notified of a hearing date by mail. Such hearing shall be scheduled within thirty (30) days of receipt of the written appeal. A decision shall be forwarded to the appealing party within fifteen (15) days after completion of the hearing. Decisions by the Board of Directors are final.

SECTION 8. Severability

The various parts, paragraphs, section, and clauses of this Ordinance are declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected.

SECTION 9. Adoption and Effective Date

This Ordinance is hereby declared to have been adopted by the District Board of Directors at a meeting thereof duly called and held on the 6th day of July, 2016, and ordered to be given effect thirty (30) days after its first publication as mandated by statute.

CERTIFICATION

Passed and adopted at a regular meeting of the Board of Directors of the Town of Discovery Bay Community Services District held on July 6, 2016 by the following vote:


 Bill Pease
 Board President

AYES: 5
 NOES: 4
 ABSENT: 8
 ABSTAIN: 8


 Catherine Kutsuris
 Board Secretary

Appendix G

SB X7-7 Tables

SB X7-7 Table 0: Units of Measure Used in UWMP*

(select one from the drop down list)

Million Gallons

**The unit of measure must be consistent with Table 2-3*

NOTES:

SB X7-7 Table-1: Baseline Period Ranges

Baseline	Parameter	Value	Units
10- to 15-year baseline period	2008 total water deliveries	1,328	Million Gallons
	2008 total volume of delivered recycled water	-	Million Gallons
	2008 recycled water as a percent of total deliveries	0.00%	Percent
	Number of years in baseline period ^{1,2}	10	Years
	Year beginning baseline period range	2001	
	Year ending baseline period range ³	2010	
5-year baseline period	Number of years in baseline period	5	Years
	Year beginning baseline period range	2003	
	Year ending baseline period range ⁴	2007	

¹ If the 2008 recycled water percent is less than 10 percent, then the first baseline period is a continuous 10-year period. If the amount of recycled water delivered in 2008 is 10 percent or greater, the first baseline period is a continuous 10- to 15-year period. ² The Water Code requires that the baseline period is between 10 and 15 years. However, DWR recognizes that some water suppliers may not have the minimum 10 years of baseline data.

³ The ending year must be between December 31, 2004 and December 31, 2010.

⁴ The ending year must be between December 31, 2007 and December 31, 2010.

NOTES:

SB X7-7 Table 2: Method for Population Estimates

Method Used to Determine Population (may check more than one)	
<input checked="" type="checkbox"/>	1. Department of Finance (DOF) DOF Table E-8 (1990 - 2000) and (2000-2010) and DOF Table E-5 (2011 - 2015) when available
<input checked="" type="checkbox"/>	2. Persons-per-Connection Method
<input type="checkbox"/>	3. DWR Population Tool
<input checked="" type="checkbox"/>	4. Other DWR recommends pre-review
NOTES: 2010 U.S. Census Data. An estimate of part-time residents is added.	

SB X7-7 Table 3: Service Area Population

Year	Population	
10 to 15 Year Baseline Population		
Year 1	2001	9,594
Year 2	2002	9,594
Year 3	2003	9,447
Year 4	2004	11,125
Year 5	2005	12,034
Year 6	2006	13,106
Year 7	2007	13,110
Year 8	2008	13,164
Year 9	2009	13,155
Year 10	2010	13,352
<i>Year 11</i>		
<i>Year 12</i>		
<i>Year 13</i>		
<i>Year 14</i>		
<i>Year 15</i>		
5 Year Baseline Population		
Year 1	2003	9,447
Year 2	2004	11,125
Year 3	2005	12,034
Year 4	2006	13,106
Year 5	2007	13,110
2015 Compliance Year Population		
2015		14,895
NOTES:		

SB X7-7 Table 4: Annual Gross Water Use *

Baseline Year <i>Fm SB X7-7 Table 3</i>	Volume Into Distribution System <i>This column will remain blank until SB X7-7 Table 4-A is completed.</i>	Deductions					Annual Gross Water Use
		Exported Water	Change in Dist. System Storage (+/-)	Indirect Recycled Water <i>This column will remain blank until SB X7-7 Table 4-B is completed.</i>	Water Delivered for Agricultural Use	Process Water <i>This column will remain blank until SB X7-7 Table 4-D is completed.</i>	
10 to 15 Year Baseline - Gross Water Use							
Year 1	2001	818	-	-	-	-	818
Year 2	2002	851	-	-	-	-	851
Year 3	2003	921	-	-	-	-	921
Year 4	2004	1,035	-	-	-	-	1,035
Year 5	2005	1,204	-	-	-	-	1,204
Year 6	2006	1,185	-	-	-	-	1,185
Year 7	2007	1,322	-	-	-	-	1,322
Year 8	2008	1,328	-	-	-	-	1,328
Year 9	2009	1,282	-	-	-	-	1,282
Year 10	2010	1,306	-	-	-	-	1,306
Year 11	0	-	-	-	-	-	-
Year 12	0	-	-	-	-	-	-
Year 13	0	-	-	-	-	-	-
Year 14	0	-	-	-	-	-	-
Year 15	0	-	-	-	-	-	-
10 - 15 year baseline average gross water use							1,125
5 Year Baseline - Gross Water Use							
Year 1	2003	921	-	-	-	-	921
Year 2	2004	1,035	-	-	-	-	1,035
Year 3	2005	1,204	-	-	-	-	1,204
Year 4	2006	1,185	-	-	-	-	1,185
Year 5	2007	1,322	-	-	-	-	1,322
5 year baseline average gross water use							1,133
2015 Compliance Year - Gross Water Use							
2015		852	-	-	-	-	852

* NOTE that the units of measure must remain consistent throughout the UWMP, as reported in Table 2-3

NOTES:

SB X7-7 Table 4-A: Volume Entering the Distribution System(s)

Complete one table for each source.

Name of Source WTPs 1 and 2

This water source is:

The supplier's own water source

A purchased or imported source

Baseline Year <i>Fm SB X7-7 Table 3</i>	Volume Entering Distribution System	Meter Error Adjustment* <i>Optional (+/-)</i>	Corrected Volume Entering Distribution System
---	--	---	--

10 to 15 Year Baseline - Water into Distribution System

Year 1	2001	818	-	818
Year 2	2002	851	-	851
Year 3	2003	921	-	921
Year 4	2004	1,035	-	1,035
Year 5	2005	1,204	-	1,204
Year 6	2006	1,185	-	1,185
Year 7	2007	1,322	-	1,322
Year 8	2008	1,328	-	1,328
Year 9	2009	1,282	-	1,282
Year 10	2010	1,306	-	1,306
Year 11	0			-
Year 12	0			-
Year 13	0			-
Year 14	0			-
Year 15	0			-

5 Year Baseline - Water into Distribution System

Year 1	2003	921	-	921
Year 2	2004	1,035	-	1,035
Year 3	2005	1,204	-	1,204
Year 4	2006	1,185	-	1,185
Year 5	2007	1,322	-	1,322

2015 Compliance Year - Water into Distribution System

2015	852	-	852
-------------	-----	---	-----

** Meter Error Adjustment - See guidance in Methodology 1, Step 3 of Methodologies Document*

NOTES:

SB X7-7 Table 4-B: Indirect Recycled Water Use Deduction (For use only by agencies that are deducting indirect recycled water)

Baseline Year <i>Fm SB X7-7 Table 3</i>	Surface Reservoir Augmentation					Groundwater Recharge			Total Deductible Volume of Indirect Recycled Water Entering the Distribution System
	Volume Discharged from Reservoir for Distribution System Delivery	Percent Recycled Water	Recycled Water Delivered to Treatment Plant	Transmission/ Treatment Loss	Recycled Volume Entering Distribution System from Surface Reservoir Augmentation	Recycled Water Pumped by Utility*	Transmission/ Treatment Losses	Recycled Volume Entering Distribution System from Groundwater Recharge	
10-15 Year Baseline - Indirect Recycled Water Use									
Year 1	2001		-		-			-	-
Year 2	2002		-		-			-	-
Year 3	2003		-		-			-	-
Year 4	2004		-		-			-	-
Year 5	2005		-		-			-	-
Year 6	2006		-		-			-	-
Year 7	2007		-		-			-	-
Year 8	2008		-		-			-	-
Year 9	2009		-		-			-	-
Year 10	2010		-		-			-	-
Year 11	0		-		-			-	-
Year 12	0		-		-			-	-
Year 13	0		-		-			-	-
Year 14	0		-		-			-	-
Year 15	0		-		-			-	-
5 Year Baseline - Indirect Recycled Water Use									
Year 1	2003		-		-			-	-
Year 2	2004		-		-			-	-
Year 3	2005		-		-			-	-
Year 4	2006		-		-			-	-
Year 5	2007		-		-			-	-
2015 Compliance - Indirect Recycled Water Use									
	2015		-		-			-	-
*Suppliers will provide supplemental sheets to document the calculation for their input into "Recycled Water Pumped by Utility". The volume reported in this cell must be less than total groundwater pumped - See Methodology 1, Step 8, section 2.c.									
NOTES:									

SB X7-7 Table 4-C: Process Water Deduction Eligibility

(For use only by agencies that are deducting process water) Choose Only One

<input type="checkbox"/>	Criteria 1- Industrial water use is equal to or greater than 12% of gross water use. Complete SB X7-7 Table 4-C.1
<input type="checkbox"/>	Criteria 2 - Industrial water use is equal to or greater than 15 GPCD. Complete SB X7-7 Table 4-C.2
<input type="checkbox"/>	Criteria 3 - Non-industrial use is equal to or less than 120 GPCD. Complete SB X7-7 Table 4-C.3
<input type="checkbox"/>	Criteria 4 - Disadvantaged Community. Complete SB x7-7 Table 4-C.4

NOTES:

SB X7-7 Table 4-C.1: Process Water Deduction Eligibility

Criteria 1

Industrial water use is equal to or greater than 12% of gross water use

Baseline Year <i>Fm SB X7-7 Table 3</i>	Gross Water Use Without Process Water Deduction	Industrial Water Use	Percent Industrial Water	Eligible for Exclusion Y/N
10 to 15 Year Baseline - Process Water Deduction Eligibility				
Year 1	2001	818	0%	NO
Year 2	2002	851	0%	NO
Year 3	2003	921	0%	NO
Year 4	2004	1,035	0%	NO
Year 5	2005	1,204	0%	NO
Year 6	2006	1,185	0%	NO
Year 7	2007	1,322	0%	NO
Year 8	2008	1,328	0%	NO
Year 9	2009	1,282	0%	NO
Year 10	2010	1,306	0%	NO
Year 11	0	-		NO
Year 12	0	-		NO
Year 13	0	-		NO
Year 14	0	-		NO
Year 15	0	-		NO
5 Year Baseline - Process Water Deduction Eligibility				
Year 1	2003	921	0%	NO
Year 2	2004	1,035	0%	NO
Year 3	2005	1,204	0%	NO
Year 4	2006	1,185	0%	NO
Year 5	2007	1,322	0%	NO
2015 Compliance Year - Process Water Deduction Eligibility				
2015	852		0%	NO
NOTES:				

SB X7-7 Table 4-C.2: Process Water Deduction Eligibility

Criteria 2

Industrial water use is equal to or greater than 15 GPCD

Baseline Year <i>Fm SB X7-7 Table 3</i>	Industrial Water Use	Population	Industrial GPCD	Eligible for Exclusion Y/N
10 to 15 Year Baseline - Process Water Deduction Eligibility				
Year 1	2001		9,594	- NO
Year 2	2002		9,594	- NO
Year 3	2003		9,447	- NO
Year 4	2004		11,125	- NO
Year 5	2005		12,034	- NO
Year 6	2006		13,106	- NO
Year 7	2007		13,110	- NO
Year 8	2008		13,164	- NO
Year 9	2009		13,155	- NO
Year 10	2010		13,352	- NO
<i>Year 11</i>	0		-	NO
<i>Year 12</i>	0		-	NO
<i>Year 13</i>	0		-	NO
<i>Year 14</i>	0		-	NO
<i>Year 15</i>	0		-	NO
5 Year Baseline - Process Water Deduction Eligibility				
Year 1	2003		9,447	- NO
Year 2	2004		11,125	- NO
Year 3	2005		12,034	- NO
Year 4	2006		13,106	- NO
Year 5	2007		13,110	- NO
2015 Compliance Year - Process Water Deduction Eligibility				
2015		14,895	-	NO

NOTES:

SB X7-7 Table 4-C.3: Process Water Deduction Eligibility

Criteria 3

Non-industrial use is equal to or less than 120 GPCD

Baseline Year <i>Fm SB X7-7 Table 3</i>	Gross Water Use Without Process Water Deduction <i>Fm SB X7-7 Table 4</i>	Industrial Water Use	Non-industrial Water Use	Population <i>Fm SB X7-7 Table 3</i>	Non-Industrial GPCD	Eligible for Exclusion Y/N
---	---	-----------------------------	---------------------------------	--	----------------------------	---

10 to 15 Year Baseline - Process Water Deduction Eligibility

Year 1	2001	818		818	9,594	234	NO
Year 2	2002	851		851	9,594	243	NO
Year 3	2003	921		921	9,447	267	NO
Year 4	2004	1,035		1,035	11,125	255	NO
Year 5	2005	1,204		1,204	12,034	274	NO
Year 6	2006	1,185		1,185	13,106	248	NO
Year 7	2007	1,322		1,322	13,110	276	NO
Year 8	2008	1,328		1,328	13,164	276	NO
Year 9	2009	1,282		1,282	13,155	267	NO
Year 10	2010	1,306		1,306	13,352	268	NO
<i>Year 11</i>	0	-		-	-		NO
<i>Year 12</i>	0	-		-	-		NO
<i>Year 13</i>	0	-		-	-		NO
<i>Year 14</i>	0	-		-	-		NO
<i>Year 15</i>	0	-		-	-		NO

5 Year Baseline - Process Water Deduction Eligibility

Year 1	2003	921		921	9,447	267	NO
Year 2	2004	1,035		1,035	11,125	255	NO
Year 3	2005	1,204		1,204	12,034	274	NO
Year 4	2006	1,185		1,185	13,106	248	NO
Year 5	2007	1,322		1,322	13,110	276	NO

2015 Compliance Year - Process Water Deduction Eligibility

2015		852		852	14,895	157	NO
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NOTES:

SB X7-7 Table 4-C.4: Process Water Deduction Eligibility

Criteria 4

Disadvantaged Community. A “Disadvantaged Community” (DAC) is a community with a median household income less than 80 percent of the statewide average.

SELECT ONE

"Disadvantaged Community" status was determined using one of the methods listed below:

1. IRWM DAC Mapping tool
http://www.water.ca.gov/irwm/grants/resources_dac.cfm

If using the IRWM DAC Mapping Tool, include a screen shot from the tool showing that the service area is considered a DAC.

2. 2010 Median Income

California Median Household Income	Service Area Median Household Income	Percentage of Statewide Average	Eligible for Exclusion? Y/N
2015 Compliance Year - Process Water Deduction Eligibility			
2010	\$60,883	\$98,000	161% NO

NOTES:

SB X7-7 Table 4-D: Process Water Deduction - Volume

Complete a

separate table for each industrial customer with a process water exclusion

Name of Industrial Customer		Industrial Customer 1				
Baseline Year <i>Fm SB X7-7 Table 3</i>	Industrial Customer's Total Water Use	Total Volume Supplied by Water Agency	% of Water Supplied by Water Agency	Customer's Total Process Water Use	Volume of Process Water Eligible for Exclusion for this Customer	
10 to 15 Year Baseline - Process Water Deduction						
Year 1	2001				-	
Year 2	2002				-	
Year 3	2003				-	
Year 4	2004				-	
Year 5	2005				-	
Year 6	2006				-	
Year 7	2007				-	
Year 8	2008				-	
Year 9	2009				-	
Year 10	2010				-	
<i>Year 11</i>	0				-	
<i>Year 12</i>	0				-	
<i>Year 13</i>	0				-	
<i>Year 14</i>	0				-	
<i>Year 15</i>	0				-	
5 Year Baseline - Process Water Deduction						
Year 1	2003				-	
Year 2	2004				-	
Year 3	2005				-	
Year 4	2006				-	
Year 5	2007				-	
2015 Compliance Year - Process Water Deduction						
2015					-	
NOTES:						

SB X7-7 Table 5: Gallons Per Capita Per Day (GPCD)

Baseline Year <i>Fm SB X7-7 Table 3</i>		Service Area Population <i>Fm SB X7-7 Table 3</i>	Annual Gross Water Use <i>Fm SB X7-7 Table 4</i>	Daily Per Capita Water Use (GPCD)
10 to 15 Year Baseline GPCD				
Year 1	2001	9,594	818	234
Year 2	2002	9,594	851	243
Year 3	2003	9,447	921	267
Year 4	2004	11,125	1,035	255
Year 5	2005	12,034	1,204	274
Year 6	2006	13,106	1,185	248
Year 7	2007	13,110	1,322	276
Year 8	2008	13,164	1,328	276
Year 9	2009	13,155	1,282	267
Year 10	2010	13,352	1,306	268
<i>Year 11</i>	0	-	-	
<i>Year 12</i>	0	-	-	
<i>Year 13</i>	0	-	-	
<i>Year 14</i>	0	-	-	
<i>Year 15</i>	0	-	-	
10-15 Year Average Baseline GPCD				261
5 Year Baseline GPCD				
Baseline Year <i>Fm SB X7-7 Table 3</i>		Service Area Population <i>Fm SB X7-7 Table 3</i>	Gross Water Use <i>Fm SB X7-7 Table 4</i>	Daily Per Capita Water Use
Year 1	2003	9,447	921	267
Year 2	2004	11,125	1,035	255
Year 3	2005	12,034	1,204	274
Year 4	2006	13,106	1,185	248
Year 5	2007	13,110	1,322	276
5 Year Average Baseline GPCD				264
2015 Compliance Year GPCD				
2015		14,895	852	157
NOTES:				

SB X7-7 Table 6: Gallons per Capita per Day
Summary From Table SB X7-7 Table 5

10-15 Year Baseline GPCD	261
5 Year Baseline GPCD	264
2015 Compliance Year GPCD	157
NOTES:	

SB X7-7 Table 7: 2020 Target Method

Select Only One

Target Method		Supporting Documentation
<input checked="" type="checkbox"/>	Method 1	SB X7-7 Table 7A
<input type="checkbox"/>	Method 2	SB X7-7 Tables 7B, 7C, and 7D <i>Contact DWR for these tables</i>
<input type="checkbox"/>	Method 3	SB X7-7 Table 7-E
<input type="checkbox"/>	Method 4	Method 4 Calculator

NOTES:

SB X7-7 Table 7-A: Target Method 1
20% Reduction

10-15 Year Baseline GPCD	2020 Target GPCD
261	209

NOTES:

Tables for Target Method 2 (SB X7-7 Tables 7-B, 7-C, and 7-D) are not included in the SB X7-7 Verification Form, but are still required for water suppliers using Target Method 2. These water suppliers should contact Gwen Huff at (916) 651-9672 or gwen.huff@water.ca.gov

SB X7-7 Table 7-C: Target Method 2

Target CII Water Use

Tables for Target Method 2 (SB X7-7 Tables 7-B, 7-C, and 7-D) are not included in the SB X7-7 Verification Form, but are still required for water suppliers using Target Method 2. These water suppliers should contact Gwen Huff at (916) 651-9672 or gwen.huff@water.ca.gov

SB X7-7 Table 7-D: Target Method 2 Summary

Tables for Target Method 2 (SB X7-7 Tables 7-B, 7-C, and 7-D) are not included in the SB X7-7 Verification Form, but are still required for water suppliers using Target Method 2. These water suppliers should contact Gwen Huff at (916) 651-9672 or gwen.huff@water.ca.gov

SB X7-7 Table 7-E: Target Method 3

Agency May Select More Than One as Applicable	Percentage of Service Area in This Hydrological Region	Hydrologic Region	"2020 Plan" Regional Targets	Method 3 Regional Targets (95%)
<input type="checkbox"/>		North Coast	137	130
<input type="checkbox"/>		North Lahontan	173	164
<input type="checkbox"/>		Sacramento River	176	167
<input type="checkbox"/>		San Francisco Bay	131	124
<input type="checkbox"/>		San Joaquin River	174	165
<input type="checkbox"/>		Central Coast	123	117
<input type="checkbox"/>		Tulare Lake	188	179
<input type="checkbox"/>		South Lahontan	170	162
<input type="checkbox"/>		South Coast	149	142
<input type="checkbox"/>		Colorado River	211	200
<p align="center">Target <i>(If more than one region is selected, this value is calculated.)</i></p>				0
<p>NOTES:</p>				

SB X7-7 Table 7-F: Confirm Minimum Reduction for 2020 Target

5 Year Baseline GPCD From SB X7-7 Table 5	Maximum 2020 Target ¹	Calculated 2020 Target ²	Confirmed 2020 Target
264	251	209	209

¹ Maximum 2020 Target is 95% of the 5 Year Baseline GPCD except for suppliers at or below 100 GPCD.

² 2020 Target is calculated based on the selected Target Method, see SB X7-7 Table 7 and corresponding tables for agency's calculated target.

NOTES:

SB X7-7 Table 8: 2015 Interim Target GPCD

Confirmed 2020 Target <i>Fm SB X7-7 Table 7-F</i>	10-15 year Baseline GPCD <i>Fm SB X7-7 Table 5</i>	2015 Interim Target GPCD
209	261	235

NOTES:

SB X7-7 Table 9: 2015 Compliance

Actual 2015 GPCD	2015 Interim Target GPCD	Optional Adjustments <i>(in GPCD)</i>					2015 GPCD <i>(Adjusted if applicable)</i>	Did Supplier Achieve Targeted Reduction for 2015?
		Enter "0" if Adjustment Not Used			TOTAL Adjustments	Adjusted 2015 GPCD		
		Extraordinary Events	Weather Normalization	Economic Adjustment				
157	235	<i>From Methodology 8 (Optional)</i>	<i>From Methodology 8 (Optional)</i>	<i>From Methodology 8 (Optional)</i>	-	157	157	YES

NOTES:

Appendix H
LSCE Memo on Groundwater Conditions

Memorandum

DATE: June, 20, 2016

TO: Catherine Kutsuris, Interim General Manager
Town of Discovery Bay Community Services District

FROM: Tom Elson
Justin Shobe

SUBJECT: Supporting Analysis on Groundwater Conditions
2016 Self-Certified Water Conservation Standard

Introduction

This memorandum provides supporting analysis of water supply reliability for the Town of Discovery Bay Community Services District (TODB) used for the individualized self-certified supply conservation standard. The analysis was prepared to comply with the June 2016 State of California Emergency Drought Regulations and in accordance with the Guidance for Water Supply Reliability Certification and Data Submission.

Groundwater is the sole source of supply for the TODB water system. As such, the TODB Community Services District monitors well operations and groundwater conditions to ensure that sufficient supply is available to meet the requirements of its water supply permit. For the subject Water Supply Reliability Certification, this memorandum draws upon prior evaluations of supply including nature, extent, and continuity of the aquifer source, groundwater quality and storage as a function of historical use and hydrology, and overall conditions in the groundwater basin from which the groundwater source is derived.

Previous Investigations, Planning, and Monitoring

The Town of Discovery Bay along with other local water agencies funded a groundwater resources study of eastern Contra Costa County (Luhdorff & Scalmanini Consulting Engineers, 1999) to establish a basic understanding of groundwater resources in the region. The east Contra Costa County area was the subject of an AB3030 groundwater management plan (Diablo Water District, 2007) and the same local agencies cooperatively conduct monitoring under a California Groundwater Elevation Monitoring plan (2014). TODB prepared water master plans in 1999 and 2010 to ensure that infrastructure development matched growth in demand and prepared an Urban Water Management Plan in 2015.

Through each of these activities, local groundwater conditions have continually been evaluated for sufficiency in meeting demand and to determine whether the groundwater source was reliable and sustainable at the level of current and projected future use. Operationally, TODB conducts thorough well performance testing on a bi-annual basis to identify maintenance needs.

Geologic Setting and Groundwater Occurrence

Discovery Bay is located in eastern Contra Costa County in the northwestern San Joaquin River Valley portion of the Great Valley geomorphic province of California. The province is characterized by the low relief valley of the north-flowing San Joaquin River and the south-flowing Sacramento River, which merge in the Delta region just north of the community, draining westward to the Pacific Ocean.

To the west of Discovery Bay, the Coast Range province consists of low mountains of highly deformed Mesozoic and Cenozoic marine sedimentary rocks. These thick marine rocks extend eastward below the Great Valley where they are targets of deep well gas exploration.

Overlying the marine rocks is a sequence of late Cenozoic (Miocene, Pliocene, and Pleistocene) non-marine sedimentary deposits. Surface exposures of these deposits occur in small areas along the edge of the Coastal Range. The beds dip moderately to the east and extend below the San Joaquin Valley. In the subsurface, the nature of these deposits is poorly known, but they are believed to be dominated by fine-grained clays, silts, and mudstones with few sand beds. The lower portion of these deposits may be in part equivalent to the Miocene-Pliocene Mehrten Formation along the east side of the Great Valley. The upper portion of Pliocene and Pleistocene age may be equivalent to the Tulare Formation along the west side of the San Joaquin Valley to the south, and the Tehama Formation of the Sacramento Valley to the north. It is believed that these deposits extend from about 400 feet to 1,500-2,000 feet below the San Joaquin River. Water quality from electric logs is difficult to quantify, but groundwater appears to become brackish to saline with depth.

Late Cenozoic (Pleistocene and Holocene; 600,000 years to present) sedimentary deposits overlie the older geologic units. These deposits are largely unconsolidated beds of gravel, sand, silts, and clays. The deposits thicken eastward from a few tens of feet near the edge of the valley to about 400 feet at the Contra Costa County line. West of Discovery Bay, the deposits are characterized by thin sand and gravel bands occurring within brown, sandy silty clays and are believed to have formed on an alluvial fan plain fed from small streams off the Coastal Range to the west. The alluvial plain deposits interbed and interfinger with deposits of a fluvial plain to the east. The fluvial deposits consist of thicker, more laterally extensive sand and gravel beds of stream channel origin interbedded with flood plain deposits of gray to bluish, sandy to silty clays. Discovery Bay overlies the fluvial plain area of eastern Contra Costa County, and its supply is derived from wells completed in these deposits to a maximum depth of about 350 feet.

Hydrogeologic Setting

Discovery Bay overlies the northwestern portion of the Tracy Subbasin (see **Figure 1**), which is one of sixteen subbasins in the San Joaquin Valley Groundwater Basin as designated in Department of Water Resources Bulletin 118, 2003 Update. The Tracy Subbasin boundaries are defined by the Mokelumne and San Joaquin Rivers on the north; the San Joaquin River on the east; and the San Joaquin-Stanislaus County line on the south. The western subbasin boundary is defined by the contact between the unconsolidated sedimentary deposits and the rocks of the Diablo Range (DWR, 2004).

The hydrogeology of Discovery Bay is illustrated through the geologic cross section shown on **Figure 2**. The cross section depicts the distribution of aquifer materials completed in TODB's supply wells. The maximum depth of groundwater development is about 350 feet below ground surface. Sand units encountered below this depth are interpreted as the uppermost, older non-marine deposits of largely fine-grained silt and clay with thin, fine sand interbeds. Water quality appears to be poor to brackish in the older, deeper sediments. Water quality in the primary production aquifer is described in the next section under Groundwater Conditions.

Overlying the older non-marine deposits are Pleistocene alluvium of generally thick beds of sand and gravel with a thin clay interbed. These are interpreted as stream channel deposits of a northward flowing ancestral San Joaquin River and represent the primary production aquifer from which all TODB supply wells extract groundwater (see **Figure 2**).

The primary production aquifer is confined by a thick sequence of grayish to bluish silt and clay with thin interbeds of sand. This unit appears to represent deposition on a floodplain with the main stream channels further east. Thin sands within this sequence appear to be flood-sprays of sand spread onto the flood plain.

A second aquifer sequence above about 140 feet below ground surface consists of a thinner sand and gravel bed, and is encountered in wells throughout Discovery Bay (see **Figure 2**). These appear to be stream channel deposits, but water quality is brackish to saline. As a result, this zone must be sealed off to protect water quality of the primary production aquifer and to avoid corrosion of the well casing. Overlying the brackish zone is a sequence of gray to brown silt and clay beds with some thin sand beds. These beds appear to be either floodplain deposits or distal alluvial plain deposits from the west.

Groundwater Conditions

Groundwater conditions in Discovery Bay are closely monitored to ensure that TODB can meet the requirements of its public water system permit. Groundwater level data for Discovery Bay have been collected since the late 1980s when the town was developed. Monitoring has evolved to

include compliance with CASGEM and for developing a Groundwater Sustainability Plan (GSP) with other local agencies under the 2014 Groundwater Sustainability Act. Water level and water quality trends are discussed below as indicators of reliability and sustainability of the source.

Groundwater Levels

Early water well driller reports for wells in Discovery Bay indicate that before significant development occurred, static groundwater levels were near sea level. At this elevation, water levels in wells were about 10 feet below ground surface. With the onset of pumping and initial growth, the static level in production wells exhibited seasonal variations between 10 and 40 feet below ground surface. During this period, pumpage increased from about 300 million gallons per year (MGY) in 1987 to about 800 MGY by 2001. Between 2001 and 2008, pumpage increased to 1,300 MGY. After 2008, pumpage leveled off as a result of the national economic downturn and water levels since 2008 have exhibited stable to rising trends. Water level measurements in fall 2014 and 2015 were higher than the last year of the 2007-09 statewide drought. **Figure 3** is a hydrograph showing water level data for TODB's production wells and denotes dry periods and pumpage.

TODB also conducts continuous monitoring of key monitoring wells with the use of water level transducers equipped with dataloggers. Data from this effort are complementary to the seasonal manual measurements in the TODB production wells. An example of output is shown on **Figure 4** with data from a shallow and deep monitoring well at the Well 4 site. The deep monitoring well data reflect daily drawdown induced by the operation of Well 4. The shallow monitoring well is completed in the brackish zone above 140 feet and serves as a sentinel to ensure that pumping influences in the primary production aquifer do not induce downward vertical flow of brackish groundwater.

Groundwater Quality

Groundwater quality from TODB supply wells meets all California primary drinking water standards. Groundwater does not meet secondary standards for manganese, which exceeds the drinking water maximum contaminant limit (MCL) of 0.050 mg/L. As a result, manganese removal treatment is employed so that all Title 22 requirements for drinking water are satisfied. Because of the depth of the primary production aquifer (see **Figure 2**) and presence of confining clay layers, source protection is achieved with deep annular seals in the well structure. As a result, none of the wells have exhibited anthropogenic sources of contamination such as volatile or semi-volatile organic contaminants that are often found in urbanized settings.

The most important water quality concern for the well sources in Discovery Bay is the brackish to saline water that occurs in the shallow zone above 140 feet (see **Figure 2**). With the exception of one well that has a compromised seal, all TODB wells exhibit stable levels of

dissolved mineral content. The problem well serves as an emergency standby source and is anticipated to be replaced.

Groundwater Sustainability and SGMA

In the absence of chronic downward trends in water levels or degraded water quality, TODB's groundwater supply is considered sustainable and does not exhibit any characteristics of unsustainability as defined under the 2014 Sustainable Groundwater Management Act (SGMA). Furthermore, the historic trends through variable hydrologic periods, including the stability in groundwater levels through the recent drought in water years 2013-15, indicate that groundwater pumpage is sustainable at current usage by TODB. To ensure future sustainability, TODB is a participant with other local agencies in seeking to develop a Groundwater Sustainability Plan under SGMA.

Total Available Supply

TODB water supply comes from six (6) existing groundwater production wells. The pumping capacity of these wells ranges from 850 gallons per minute (gpm) to 1,800 gpm. Four of the wells pump at the higher 1,800-gpm capacity. In accordance with the California Waterworks Standards (Title 22), the source capacity of TODB wells are sized such that the maximum day demand of the system can be met with the largest well offline. Thus, there is a redundancy in meeting the maximum day demand, for example, if a well is offline for maintenance during the high demand period.

The total pumping capacity of all TODB wells combined is 9,500 gpm. With the largest well offline, the combined pumping capacity of the remaining wells is 7,700 gpm. In comparison, the current maximum day demand is estimated to be approximately 6,000 gpm. Through an analysis of the TODB water demands (2010 Water Master Plan), it is estimated that when the annual demand reaches 1,800 million gallons per year (MGY) the maximum day demand of the system will be approximately 7,700 gpm. While the TODB supply wells could pump much more than 1,800 MGY if continually operated, this annual production represents the size of the system at which the maximum day demand would be equal to 7,700 gpm, and thus the capacity of the existing well field.

The groundwater questions on Worksheet 1 of the Guidance for Water Supply Reliability Certification and Data Submission form are supported by the data discussed in this technical memorandum as follows:

Do you know the volume of water in the aquifer that is in your source(s) of groundwater?

Yes. The minimum volume of groundwater available to TODB corresponds to the maximum annual historical extraction. While a greater volume might exist, data indicating that no undesirable effects occurred at the maximum pumpage rate provides a conservative estimate of source volume representing a measure of sustainable yield.

How frequently are groundwater elevations monitored?

Key monitoring wells are equipped with transducers and dataloggers set at 15-minute frequency (see **Figure 4**). These wells are used to assess operations and are part of the CASGEM monitoring network for the groundwater subbasin that TODB overlies. Semi-annual monitoring of all production wells is performed at same time as CASGEM monitoring. Additional water level measurements are made at the time of well maintenance activities.

At what depth is/was your water table?

Water levels in TODB production wells indicate full recoveries after droughts in 2007-09 and 2012-14 and current water levels in Wells 1B, 2, and 4 are as high as anytime in the past 20 years (see **Figure 3**). MW4-Deep is used to represent conditions for the TODB well network. The profiles for all existing wells were evaluated for selection MW4 as the sentinel. The depth-to-water readings below were made when nearby production Well 4A was not running. The depth-to-water in feet in June 2013 and June 2016 for this well are as follows:

<i>June 20, 2013</i>	<i>June 20, 2016</i>
57.4	57.0

How many feet can you withdraw without substantially affecting your ability to pump water?

Well 4A is representative of the TODB supply well network. The historic low static level is 66 to 68 feet recorded in the fall of dry years 2008, 2009, and 2014 (see **Figure 3**). In fall of 2009, when the historic low static water level was measured, a pump performance test was performed in which the pumping level was 132 feet at the operating flow rate. The pump setting depth is 180 feet, providing a margin of 48 feet. For the same pump setting depth, the low static water level could decline an additional 40 feet without requiring lowering of the pump or adversely affecting daily extraction in high demand months. As part of this determination, the pump curve and well profile were examined.

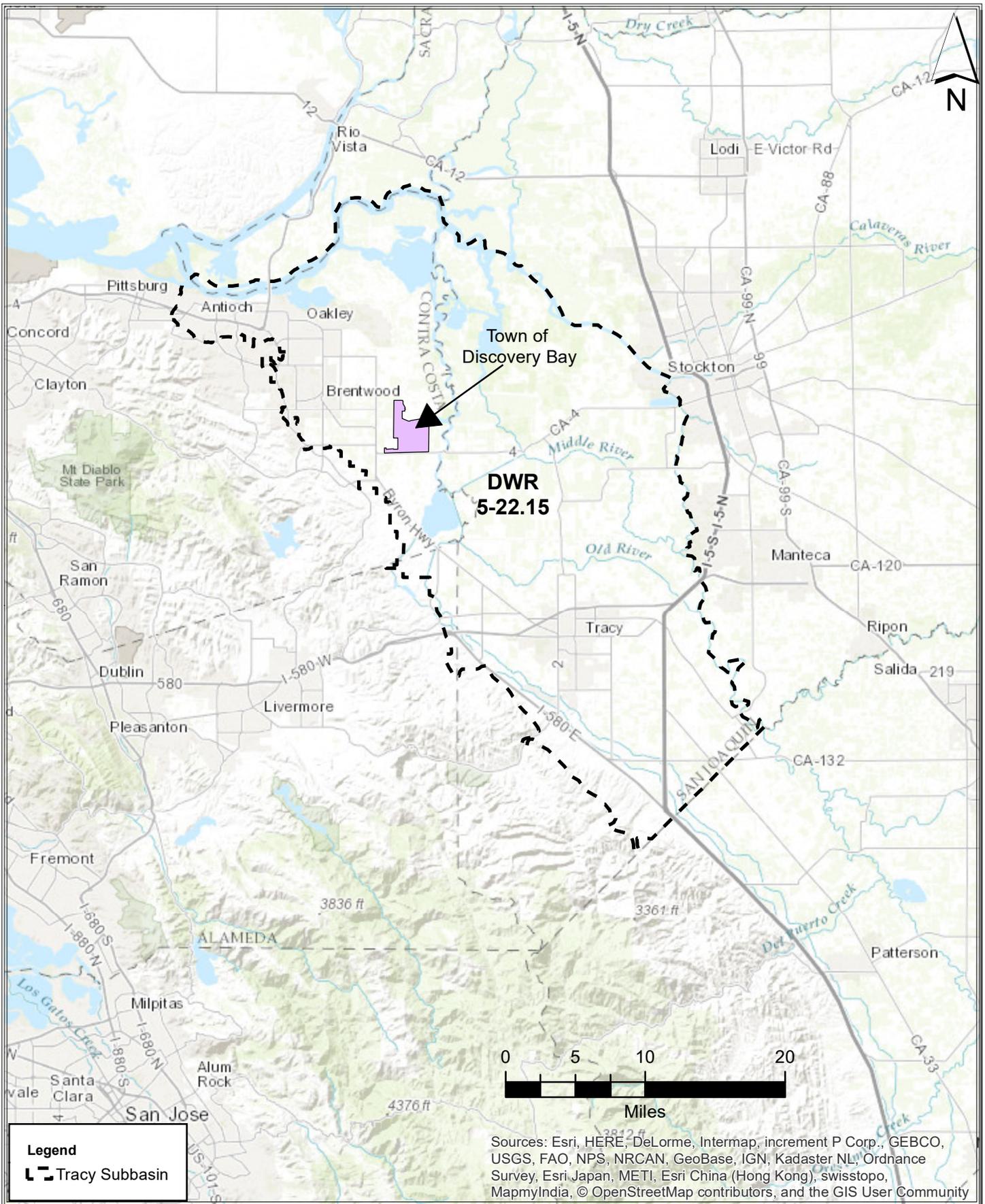
References

Diablo Water District. 2007. *Groundwater Management Plan for AB 3030*. Prepared by Luhdorff & Scalmanini, May.

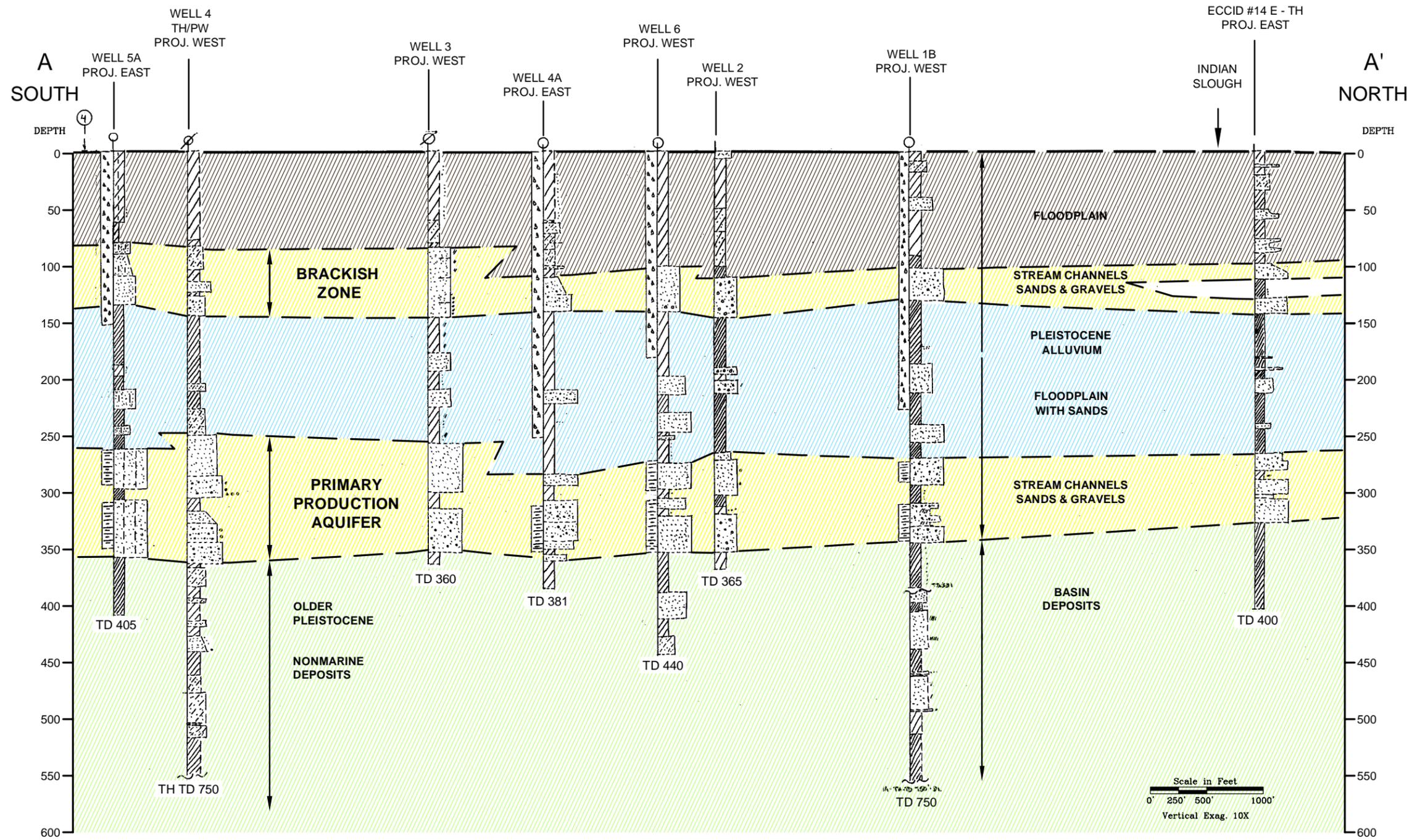
Luhdorff & Scalmanini Consulting Engineers. 1999. *Investigation of Groundwater Resources in the East Contra Costa Area*. Prepared for five water agencies in eastern Contra Costa County. March.

_____. 2014. *East Contra Costa County Groundwater Elevation Monitoring (CASGEM) Network Plan*. Prepared by Luhdorff & Scalmanini, July.

_____. 2014. *East Contra Costa County Groundwater Elevation Monitoring (CASGEM) Network Plan*. Joint plan for Town of Discovery Bay and five water agencies in eastern Contra Costa County. Prepared by Luhdorff & Scalmanini, July.



X:\2014 Job Files\14-126 East Contra Costa County GSP\GIS_EastCCC\Tracy Subbasin\Figure 1_TODB.mxd



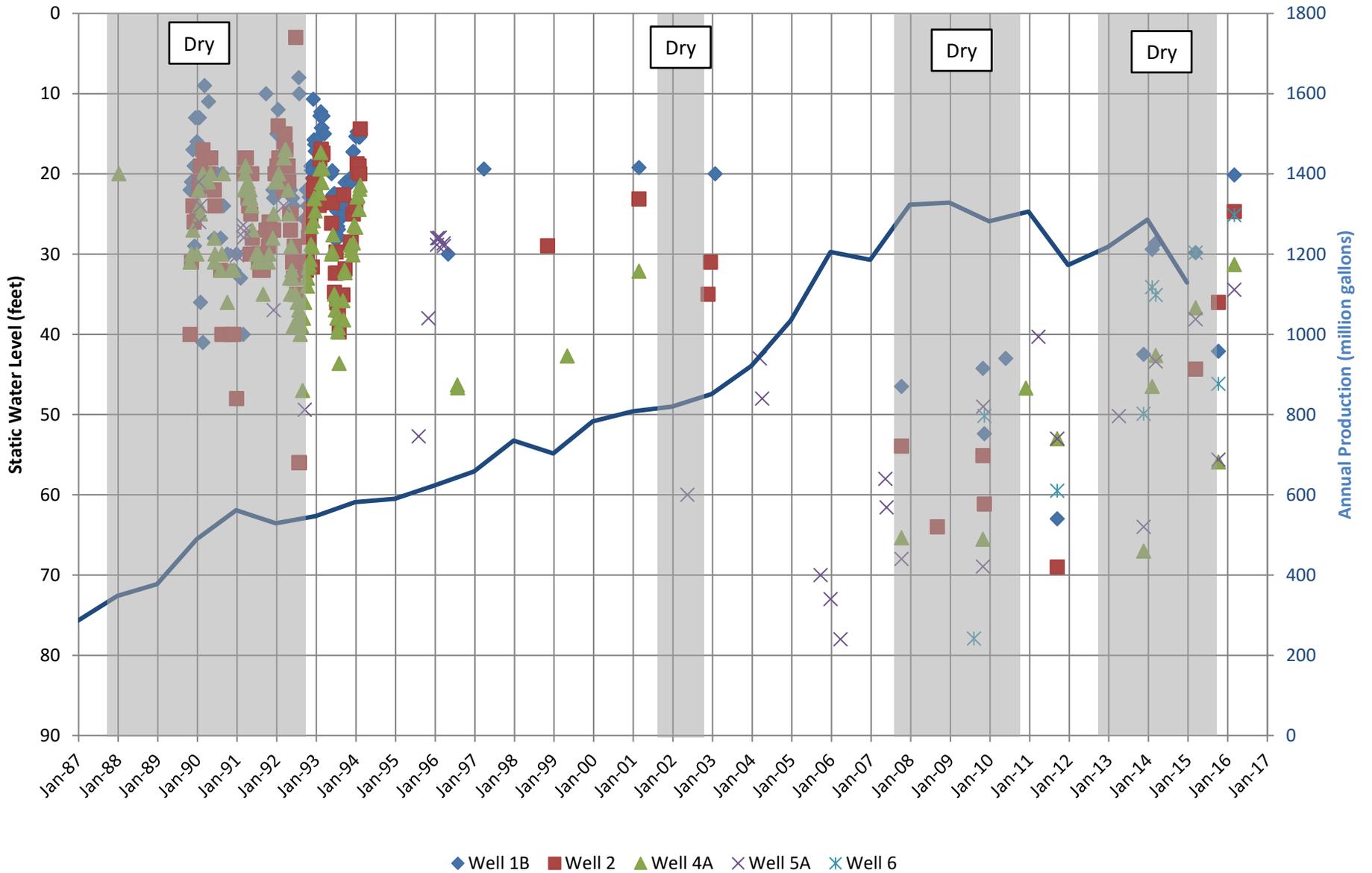
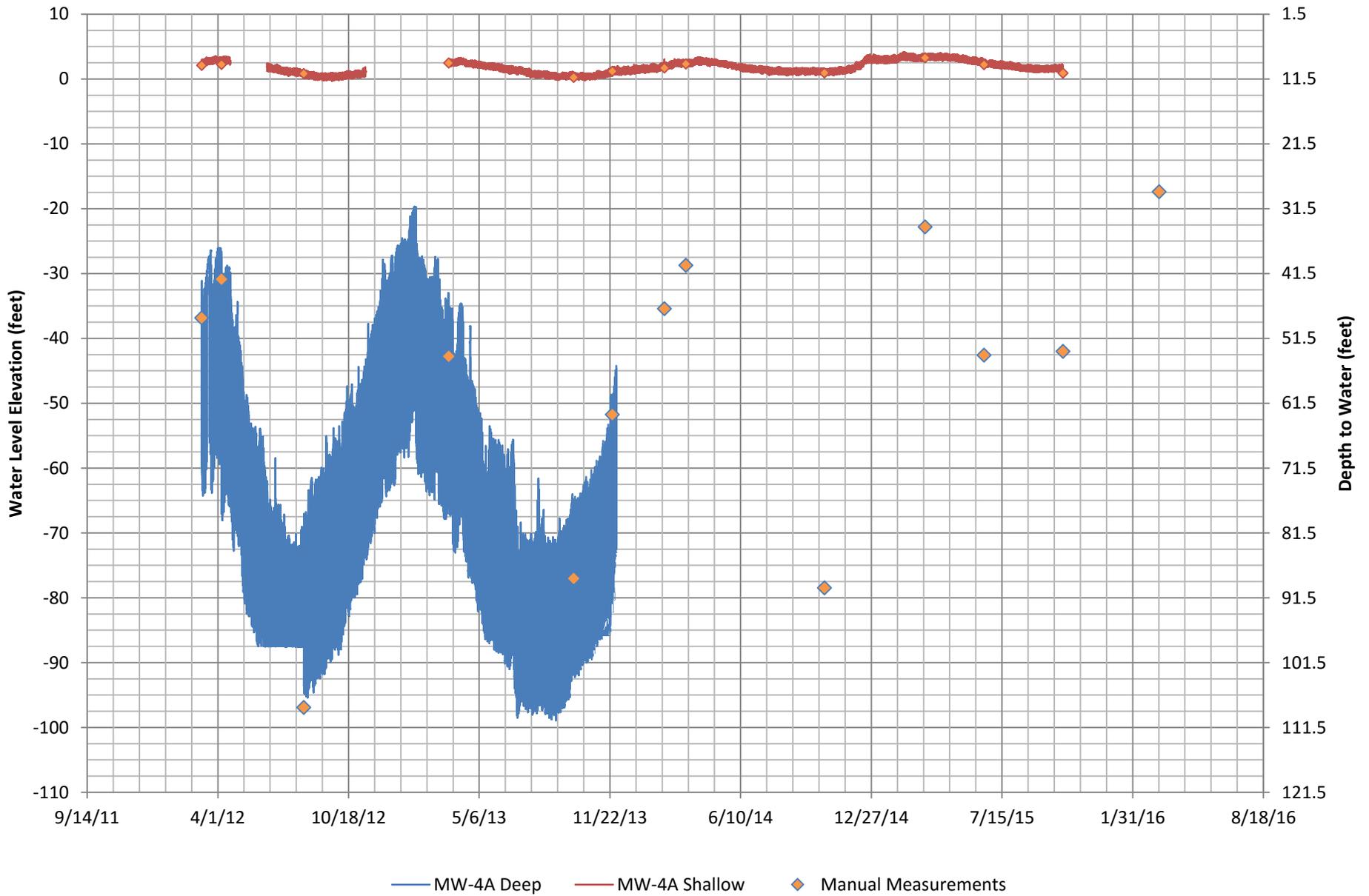


Figure 3
Static Water Levels in TODB Production Wells





TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

NOTICE OF PUBLIC HEARING

June 21, 2017

NOTICE IS HEREBY GIVEN that the Discovery Bay Community Services District will hold a public hearing on June 21, 2017, at 7:00 P.M. in the Discovery Bay Community Center, 1601 Discovery Bay Boulevard, Discovery Bay, California. The purpose of this public hearing is to consider a Resolution of the Board of Directors of the Discover Bay Community Services District approving the 2015 Urban Water Management Plan for submittal to the California Department of Water Resources as prepared by Staff and Luhdorff and Scalmanini Consulting Engineers.

The draft 2015 Urban Water Management Plan is available for public inspection and review as of June 6, 2017 at www.todb.ca.gov or in person at the following location:

Discovery Bay Community Services District office located at 1800 Willow Lake Road, Discovery Bay, CA 94505. Hours: Monday – Friday, 9:00 a.m. to 5:00 p.m.

Written comments should be submitted to the Discovery Bay Community Service District to the attention of Michael Davies, no later than June 20, 2017, at 1800 Willow Lake Road Discovery Bay, CA 94505. During the hearing, oral comments may be limited to a reasonable length of time to allow all attendees to be heard. At the conclusion of the hearing, Discovery Bay Community Service District may decide to adopt the 2015 Urban Water Management Plan.

Legal Advertising and Public Notices

Legal Notice	Legal Notice	Legal Notice
<p align="center">NOTICE OF PUBLIC HEARING</p> <p align="center">June 21, 2017</p> <p>NOTICE IS HEREBY GIVEN that the Discovery Bay Community Services District will hold a public hearing on June 21, 2017, at 7:00 P.M. in the Discovery Bay Community Center, 1601 Discovery Bay Boulevard, Discovery Bay, California. The purpose of this public hearing is to consider a Resolution of the Board of Directors of the Discover Bay Community Services District approving the 2015 Urban Water Management Plan for submittal to the California Department of Water Resources as prepared by Staff and Luhdorff and Scalmanini Consulting Engineers.</p> <p>The draft 2015 Urban Water Management Plan is available for public inspection and review as of June 6, 2017 at www.todb.ca.gov or in person at the following location: Discovery Bay Community Services District office located at 1800 Willow Lake Road, Discovery Bay, CA 94505. Hours: Monday - Friday, 9:00 a.m. to 5:00 p.m.</p> <p>Written comments should be submitted to the Discovery Bay Community Service District to the attention of Michael Davies, no later than June 20, 2017, at 1800 Willow Lake Road Discovery Bay, CA 94505. During the hearing, oral comments may be limited to a reasonable length of time to allow all attendees to be heard. At the conclusion of the hearing, Discovery Bay Community Service District may decide to adopt the 2015 Urban Water Management Plan.</p> <p>ECT# 5967874 June 6, 13, 2017</p>		<p>FILED May 22, 2017 CONTRA COSTA COUNTY Joseph E. Canciamilla County Clerk CONTRA COSTA COUNTY By H Franklin, Deputy File No. F-0003206-00</p> <p>FICTIONOUS BUSINESS NAME STATEMENT Pursuant To Business and Professions Code Sections 17900-17930</p> <p>The name of the business; Tans Plus Med Spa located at 3000 Danville Blvd, Unit E, Alamo, Contra Costa County, CA 94507 is hereby registered by the following owner(s): Chirag Patel 16 Sugarloaf Terrace, Alamo, CA 94507 This business is conducted by: a Corporation Business commenced on May 22, 2017 Expires May 22, 2022</p>

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ECT# 5967874 June 6, 13, 2017



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2017-11

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
CERTIFYING THE 2015 URBAN WATER MANAGEMENT PLAN**

WHEREAS, the Town of Discovery Bay Community Services District is a public agency in the state of California; and

WHEREAS, Pursuant to the Water Conservation Bill of 2009 SBX7-7 each urban water supplier that provides over 3,000 acre-feet of water annually, or serves more than 3,000 urban connections is required to assess the reliability of its water sources over the 20-year planning horizon; and

WHEREAS, the Town of Discovery Bay produces 3,000 acre-feet of water annually, and serves more than 3,000 urban connections and is therefore subject to the Bill; and

WHEREAS, the California Department of Water Resources ("DWR") requires an Urban Water Management Plan ("UWMP") every 5 years; and

WHEREAS, the 2010 UWMP was completed; and

WHEREAS, the engineering firm of Luhdorff and Scalmanini Consulting Engineers ("LSCE") has completed a draft 2015 UWMP to be consistent with DWR requirements and those requirements identified in the Water Code, Sections §10608– 10656; and

WHEREAS, Contra Costa County was notified by letter dated April 7, 2017, that a public hearing to adopt the draft 2015 UWMP will be held at least 60 days from the date of the letter; and

WHEREAS, a Notice of Public Hearing to adopt the draft 2015 UWMP on June 21, 2017 was published in the East County Times on June 6, 2017 and June 13, 2017, and that the draft 2015 UWMP was available for public inspection and review online and at the Town of Discovery Bay's main office; and

WHEREAS, no written comments concerning the draft 2015 UWMP were received by the Town of Discovery Bay; and

WHEREAS, on June 21, 2017 the Board of Directors of the Town of Discovery Bay conducted a regular meeting to receive and consider public comments on the 2015 UWMP, and no substantial changes were made as a result of the public discussion;

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

- SECTION 1. That the Board of Directors of the Town of Discovery Bay adopts the 2015 UWMP as drafted by LSCE.
- SECTION 2. That the 2015 UWMP is made a part of this Resolution.
- SECTION 3. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 21ST DAY OF JUNE, 2017

Robert Leete
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on June 21, 2017 by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael R. Davies
Board Secretary



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 21, 2017

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Consideration of Annual Fiscal Year 2017-18 and Fiscal Year 2018-19 District Operating, Capital and Revenue Budgets and Adoption of Resolution 2017-12.

Recommended Action

Adopt the FY 2017-18 and FY 2018-19 Operating, Capital and Revenue Budgets and Adopt Resolution 2017-12.

Executive Summary

At the Budget Workshop on May 24, 2017, the Board of Directors were presented with the fiscal year 2017-18 and 2018-19 proposed budget to review and provide input to staff regarding the Town of Discovery Bay's revenue and spending plans for the coming Fiscal Year. At that meeting, the Board walked through the presentation of the various components of the budget, including the programs, goals, and milestones. All changes that were made to the budget at the meeting have been incorporated into the current budget document.

For this coming fiscal year, the budget document continues to reflect the same two-year forecast as has been the case for the past two budget cycles. Staff has found the two-year budget process to be extremely beneficial for longer term planning purposes. The Capital Improvement Program continues to be a five-year plan allowing staff to more accurately plan for future capital expenses. While the Board is presented with a two year budget, only the upcoming fiscal year budget will be adopted. Each successive year's budget will result in the adoption of that year's budget prior to the next fiscal year.

Administration, Water & Wastewater Division

The FY 2017-18 projected O&M expenditures (including debt service) are \$7,169,449 and the projected Capital (CIP) projects total \$2,658,000. This does not include the completion of the required NPDES mandated Title 22 Filtration project and other associated capital projects, or the completion of the Water Meter project. In April of 2017 the District acquired a revenue bond to pay for these two projects which are scheduled to be completed by December of 2017.

The Five (5) Year Capital Improvement Program Budget was prepared using the Water and Wastewater Master Plans as the primary project list and the RWQCB mandated projects. For FY 2017-18, the proposed CIP is \$2,658,000 (less carryover encumbrances from prior year projects that will be re-budgeted). The District continues to fund the Infrastructure Reserve funds for future emergency and/or infrastructure replacement needs. This fiscal year the District will fund \$525,000 for the water and wastewater divisions.

Revenues for the enterprise funds are sufficient to provide operating capital into the coming year with a rate increase. For the FY 2017-18 year, a proposed rate increase of 15% for water and 11% for wastewater is proposed, consistent with the five-year rate structure.

Lighting & Landscaping and Recreation Divisions

As always the Parks, Landscape and Recreation budgets will continue to be closely monitored. Lighting & Landscaping Zone #8 O&M budget is \$377,220 with a CIP budget of \$73,500 including infrastructure replacement funds for vehicle and light pole future needs. The Recreation Department's O&M budget is \$354,150.

"Continued to the next page"

Lighting & Landscaping Zone #9's O&M budget is \$137,810 with a CIP budget of \$29,000 including infrastructure replacement funds for future needs.

District wide O&M for FY 2017-18 is projected at \$8,038,629

District wide CIP for FY 2017-18 is projected at \$3,285,500

Staff is available to address any questions at this time.

Adoption of the FY 2017-18 FY 2018-19 Operating, Capital and Revenue Budgets is recommended.

Fiscal Impact:

Amount Requested: \$11,324,129

Sufficient Budgeted Funds Available?: (Yes)

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Budget Workshop – May 24, 2017

Attachments

1. FY 2017-18 and FY 2018-19 Operating, Five Year Capital Improvement Program, and Revenue Budgets
2. Notice of Public Hearing re Budget FY2017-18 & FY2018-19
3. Budget East County Times 6-7 Publication
4. Resolution 2017-12

AGENDA ITEM: F-2



*Town of Discovery Bay Community Services District
Contra Costa County, California*



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT FISCAL YEAR'S 2017-2019 PROPOSED BUDGET

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Discovery Bay at a Glance

The Town of Discovery Bay Community Service District: At a Glance

Discovery Bay was established in the early 1970's as a weekend and summer resort community. Today, Discovery Bay has evolved into a thriving year-round home for more than 13,000 residents who enjoy small-town living against the backdrop of over 1,200 miles of Delta waterways. Discovery Bay boasts a full-service marina, three (3) public schools, one (1) private school, as well as two (2) shopping centers and a planned business park. However, this small town is no longer limited to Delta waterfront homes; it has developed into a community that provides something for everyone. Discovery Bay offers gated waterfront homes as well as Country Club homes located on a world-class golf course designed by Mike Asmundson. There are two (2) gated communities; Lakeshore and The Lakes, as well as nearby Ravenswood, a community planned around a public park.

The approximately 9 square mile area known as the Town of Discovery Bay Community Services District (TODBCSD) was formed in 1997 following a vote of the people to form an Independent Special District with the purpose of providing essential public services to its residents. The Contra Costa County Local Agency Formation Commission (LAFCO) has authorized the TODBCSD the responsibility of providing the following special services to the residents of Discovery Bay:

- Water supply collection, treatment, and distribution
- Wastewater collection, treatment and distribution
- Parks and Landscape Maintenance
- Recreational Activities

District Form of Government

California's Independent Special Districts are legislatively authorized pursuant to California Government Code Sections 61000-61850. The Town of Discovery Bay Community Services District is governed by an elected five (5) member Board serving staggered four (4) year terms. The Board employs a General Manager to administer the day to day operations of the District.

Population

The 2015 census shows the total population in Discovery Bay to be 15,277 people.

Water Services

The Town of Discovery Bay CSD owns and maintains over sixty (60) miles of water mains in seven (7) residential developments: Discovery Bay West (Village 1, 2, 3 and 4, and Ravenswood); and two (2) of the older developments (Discovery Bay Proper and Centex). Currently, the District owns and operates six (6) water production wells that are located throughout the District and are capable of producing five million gallons of domestic water per day. The raw water is then treated in two (2) water treatment

facilities with water storage capacity of 2.5 million gallons of treated water for customer distribution. The total water requirements of Discovery Bay are currently about 900 million gallons per year, which equates to an average daily demand of 2.5 million gallons per day.

Wastewater Services

The District provides wastewater collection, treatment and distribution services to approximately 5,800 homes and businesses located in the town. The wastewater treatment process goes through two (2) separate conveyance systems; Plant 1 and Plant 2. Wastewater Treatment Plant 1 is located just north of Highway 4, within the Discovery Bay Development area. Wastewater Treatment Plant 2 is located south of Highway 4 at the Town's eastern boundary. The two (2) plants are interconnected and are dependent upon each other for various functions.

In order to facilitate and transport the raw wastewater to the main wastewater treatment, the District utilizes 15 wastewater lift stations to move the waste through 50 miles of sewer mains. The plants are capable of producing an average of 1.8 million gallons of wastewater per day. The wastewater treatment plants currently include an influent pump station, influent screening, secondary treatment facilities using oxidation ditches, and ultraviolet (UV) disinfection prior to discharging the treated water into Old River.

The water and wastewater facilities are operated and maintained by Veolia Water N.A. under a multi-year agreement with the TODBCSD.

Parks and Landscaping Services

The District maintains all the public parks and publically owned landscaped areas in Discovery Bay. Every budget year, the Board of Directors establishes priorities to improve the landscape areas of Discovery Bay. The landscape areas in Discovery Bay are broken down into five (5) landscape zones. Two (2) of those zones are owned by the TODBCSD, with the remaining three (3) owned by Contra Costa County, and maintained under contract by the District. The five Landscaping & Lighting zones are:

Discovery Bay Landscape & Lighting Zone #8:

Zone 8 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Highway 4, Clipper Drive, Discovery Bay Boulevard, Willow Lake Road, and a variety of smaller landscaped areas. Cornell Park & Roberta Fuss Tot Lot are also included in this zone.

Discovery Bay Landscape & Lighting Zone #9 (Ravenswood):

Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #35:

Zone 35 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4, and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.

Contra Costa County Landscape & Lighting Zone #57:

Zone 57 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #61:

Zone 61 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive and Slifer Drive. Slifer Park is also included in this zone.

Recreation Services

The Town of Discovery Bay Community Services District is also responsible for providing recreational activities to the residents of the District. The Community Center opened its doors to the public on January 2, 2014. The Center offers a wide variety of programs for all ages and will continue to develop programming that will stimulate, educate and enrich the lives of people within Discovery Bay and that is complemented by a system of parks, recreation areas and other facilities aimed to encourage recreational and leisure time activities.

Board of Directors

The Town of Discovery Bay is a California independent Community Services District (CSD) and is governed by a five-member Board of Directors. Directors are publicly elected and serve four-year staggered terms.

The Town of Discovery Bay is responsible for water, sewer, landscaping and parks and recreation. While the District does not have authority over land use, zoning, law enforcement or fire protection services, the District does advise the County on decisions that affect Discovery Bay that are not within its jurisdiction. The District's General Manager is tasked to carry out the policy decisions of the Board and oversee the day-to-day operations of the Town of Discovery Bay.



Bill Mayer, Kevin Graves, Robert Leete, Chris Steele, Bill Pease

Board Position and Term

President Robert Leete	12/2014 to 12/2018
Vice-President Kevin Graves	12/2014 to 12/2018
President Pro-Tempore Chris Steele	12/2014 to 12/2018
Director Bill Pease	12/2016 to 12/2020
Director Bill Mayer	12/2016 to 12/2020

Message from the General Manager

The Town of Discovery Bay is not a city; rather we are a type of municipal government known as a Community Services District, or “CSD.” In unincorporated areas such as Discovery Bay, basic services like water, sewer, security and fire protection are usually provided by the County. Because counties often consist of large and diverse geographical areas, providing a consistent and adequate service level across all areas can be difficult. Consequently, the Community Services District Law (Government Code §61000-61850) was created to provide an alternate method of providing services in unincorporated areas. In most cases, and due to the scope of their requirements, counties cannot provide tailored services to any one community. This leaves residents with little if any local control over services and no easy way to address problems or complaints. A CSD provides a method of offering local control on essential municipal services.

The Town of Discovery Bay Community Services District was formed in 1998 by a vote of the residents. The District provides domestic water supply, treatment, and delivery as well as wastewater collection, treatment, and disposal to the approximately 15,000 residents and businesses that call Discovery Bay home. We are also responsible for park maintenance and landscaping on many of our boulevards, streets and roads. I’m certain you’ve seen our Town vehicles as our staff is constantly improving the beauty of our community. Our Community Center is a recreational hub with swimming, tennis, dog parks, and year-round activities for all ages. Besides a lazy afternoon fishing off your dock, taking a turn at the end of tow rope, or hitting the links, there’s a lot happening here in Discovery Bay! There are numerous community based activities such as the Big Cat Poker Run held every August, car and boat shows, concerts on the lawn, Crab Feeds, golf tournaments, motorcycle rallies, boat parades, and a whole host of other events. There is always something happening in or around town. I encourage you to get out and see what floats your boat!

Discovery Bay is a great place to not only “Live where you Play,” but it’s also a great place to do business. The Discovery Bay Chamber of Commerce hosts monthly business “mixers” at different locations around town to show off the local business community. Check the Chambers web site at <http://discoverybaychamber.com/index.html> for additional information on their many community activities.

From the standpoint of your local government, the CSD operates the water and wastewater utilities on a combined operating and capital budget of \$10.352 million for the Fiscal Year 2017-18. The budget is balanced and presents a spending plan where revenues meet expenditures. Included in the Capital Improvement Program are projects that continue to address the long-term capital needs of the District. A robust capital replacement fund represents an ongoing structural element of long term financial sustainability.

While we provide water, sewer, and parks and landscape and recreational services at this time, we do keep our ear to the pulse of what is happening around us. We also stay current on issues close to home, such as the ECCFPD funding problems and Delta water quality issues.

As Discovery Bay continues to mature, I can assure you that the Board of Directors and the entire staff are working diligently to provide a comfortable place where residents can live, work and play and where

we can enjoy the many qualities we all like in a small town. Please join us at one of our Board of Directors' meetings that are held the first and third Wednesday of the month at 7:00 p.m. All meetings are held at the Discovery Bay Community Center located at 1601 Discovery Bay Blvd.

If you would like to discuss Discovery Bay and any issue you may have as a resident, please be sure to contact the District Office by calling (925) 634-1131.

Sincerely,

Michael R. Davies, General Manager

Town of Discovery Bay CSD

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Finance Services Department

The Town of Discovery Bay CSD Finance Services Department is comprised of the Finance and Water Utility functions and operates under the Board of Directors where the Board of Directors acts as the legislative policy making body and the General Manager serves as the administrative head of the District. The Finance program operates a governmental accounting, reporting and records maintenance system that provides financial information to both as well as external users and internal management. This program controls and monitors the receipt and disbursement of public funds in compliance with statutory requirements and professional accounting standards. This program also has the responsibility for coordinating all external auditing functions including the annual financial audit and audits by all outside agencies. The Finance function is responsible for the continuing development of financial accounting software and implementation of new technology to increase efficiency in accounting processes and to improve both internal and external reporting. This program also oversees the implementation of any new accounting pronouncements by the Governmental Accounting Standards Board (GASB). The payroll function of this program processes payroll for all District employees including interfacing with the District's payroll service provider and assuring compliance with all regulatory requirements, laws and District policies pertaining to payroll.

The Water Utility function maintains and operates the new automated water meters for the Districts 5,700 water accounts. The new technology transmits hourly water consumption data to our billing system by wireless network. This reliable and frequent water usage information allows you to monitor use and detect leaks. The new eye on water portal <https://eyeonwater.com/signup> has been launched and account holders can see daily water usage data and learn ways to conserve.

Key Achievements

- ✓ Timely completion of annual audits with unqualified (clean) audit over the last 5 years
- ✓ Integrated and trained on new financial accounting system
- ✓ Structurally balanced budget
- ✓ Healthy Reserve
- ✓ Implemented new water meters and AMI system
- ✓ Rolled out new Eye On Water Customer Portal
- ✓ Implemented and oversaw the Water Meter Completion Project
- ✓ 2017 Bond
- ✓ Water Meter Completion Project Funding and Project Management

Goals

- Ensure expenditures are consistent with adopted policies.
- Explore alternatives to expand on-line payment of utilities by customers.
- Customer outreach once city-wide water meters are installed for new customer portal.
- Move towards paperless documentation. → Continue implementation and training on ancillary software module.



Water & Wastewater Services Department

WATER

This Program provides water production, treatment & distribution to approximately 6,000 homes and businesses. Specifically, the Water Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town's water matters. The Water Quality program is responsible for the enforcement of regional water quality regulations. Response procedures have been developed to react to citizen water quality complaints and to pursue violations observed in the field. The program also assists with the development of water quality educational materials and outreach.

WASTEWATER

The Town of Discovery Bay Wastewater Program provides for the collection, conveyance, treatment and discharge of treated effluent. Specifically, the Wastewater Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town's wastewater matters. In addition, this program provides staff support for ad hoc or advisory committees formed by the Board of Directors on an as-needed basis. In general, the Water program supports and directs the wastewater contractor, enabling them to carry out day-to-day operations, services and planning efforts. In addition, this program negotiates, administers, implements, and approves contracts for the provision of municipal services.

Key Achievements

- ✓ Filtration Project
- ✓ Sewer Line Rapid Assessment Tool (RAT Pipeline Review System)
- ✓ Infrastructure maintenance plan and review of the 10 year master plans

Goals

- Update the 10 year Water & Wastewater Master Plans
- Completion and operation of the Filtration System
- Completion of the Water Meter Completion Project
- Scout location for Well 8, begin design
- Water & Wastewater SCADA Improvements
- Manhole Maintenance



Lighting & Landscaping Services Department

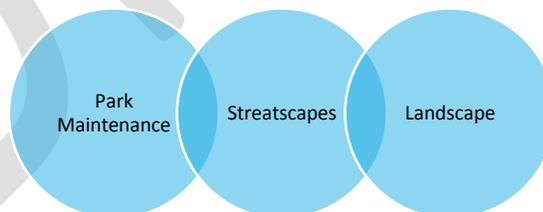
The Parks and Landscaping Program provides for the planning, maintenance & capital needs of the parks & landscaping network in Discovery Bay. Specifically, the Parks & Landscaping Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town's parks and landscaping matters. This program provides a comprehensive maintenance and rehabilitation program for 5 parks and the streetscapes inside Discovery Bay. In addition the maintenance and rehabilitation program includes repair and maintenance of the parks within Zones 8, 9, 35, 57, 61 and the Park n Ride area. This program conducts preventative maintenance on streetscapes, which includes design and planting and ensuring proper drainage. This program maintains and replaces all plants and trees to ensure health, vitality and visual appeal as well as maintains inventory lists annually to project funding and scheduling of future repairs, projects and replacement.

Key Achievements

- ✓ Acquisition of the Discovery Bay Fire Station to be utilized as the Landscape office and storage of equipment
- ✓ Refurbishing of the Entrance to Discovery Bay
- ✓ Refurbishing of the Roberta Fuss Tot Lot
- ✓ Installing a new pool equipment Tuff Shed at the Community Center Pool
- ✓ Leading the project in replacing the Community Center Building Roof

Goals

- Redesign the Landscaped Entrance to Discovery Bay
- Maintain the quality landscaping of parks and streetscapes in Discovery Bay



Recreation Services Department

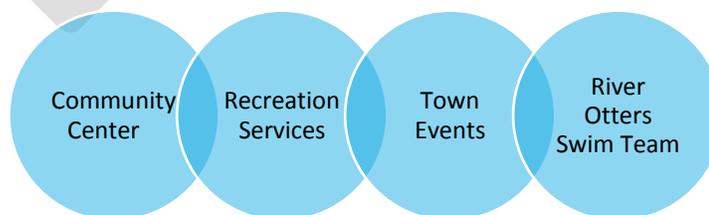
Recreation Services provides community based and age appropriate recreational programming for Discovery Bay resident's and non-resident's alike. The Discovery Bay Community Center acts as the hub for these activities and is complimented by a network of parks, fields and other recreational and educational venues.

Key Achievements

- ✓ Continued development of a community based and age appropriate recreational programs, activities, and special events during a period of transition for Recreation Services.
- ✓ Through the recently completed Compensation Study, reorganized the current recreation staffing structure and responsibilities to more efficiently manage current recreation related programs and activities.
- ✓ Implemented regular and on-going part time/seasonal employee training program to improve the level of service provided to program participants.
- ✓ Implemented an inaugural "Scarecrow Festival" family event in October providing a new fun, safe, and free family event that culminates with a Friday Night Movie in the Park.
- ✓ Entered into a Professional Service Agreement with the American Red Cross becoming an Authorized Service Provider that requires all Aquatic Programs meet minimum National Standards related to lifeguarding and swim lessons.
- ✓ Entered into a Professional Agreement with a private service provider to conduct two (2) American Red Cross Lifeguarding classes to be held at the Discovery Bay Community in the spring of 2017.

Goals

- Review current special event offerings, evaluate community interest, and re-establish a list of Town and Community provided special events for 2016/17.
- Develop stronger community relationships with local groups and organizations such as the Chamber of Commerce, Discovery Bay Lions Club, and the Contra Costa Sheriff's Office in expanding community-wide programming and special events.
- Improve marketing avenues to help increase event and program participation from Discovery Bay residents.
- Create and implement written Agreements with the various community groups that utilize Town facilities on a regular basis at no cost that will better formalize the working relationship and expectations between the Town and the various Community Groups.



General Counsel

Outsourced – Rod Attebery Attorney at Law from the Law Office of Neumiller & Beardslee

The District's General Counsel provides legal advice and training to the Board of Directors, General Manager and Department Heads. The District's Attorney investigates and defends claims against the District and resolves them as directed by the Board of Directors. At the direction of the Board of Directors, General Counsel may initiate litigation to enforce the District's rights or to protect the public health, safety or welfare. The District's General Counsel also drafts and approves the form of contracts and other legal documents, including ordinances, resolutions and legal notices. <http://neumiller.com/>

Key Achievements

- ✓ Assisted the General Manager and District Managers with the negotiation and preparation of various contracts, agreements and notices.
- ✓ In consultation with the District Engineers, completed major review and update of bid documents and contracts for capital improvement construction projects.
- ✓ Reviews and assist in drafting necessary ordinances to comply with state law and guides staff in the development and adoption of the District ordinances.
- ✓ Coordinated with the General & District Managers, to timely respond to claims against the District and limit the District's involvement in costly litigation.

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Water & Wastewater Engineering

Outsourced – Water, John Faucet SPE & Justin Shobe PE at the Firm Luhdorff & Scalamanini Consulting Engineers

Luhdorff & Scalamanini, Consulting Engineers (LSCE) is a recognized leader in groundwater resources investigation, planning, development, use, protection, and management. LSCE's multi-disciplinary staff of engineers, geologists, hydrologists, and hydrogeologists apply scientific methods and develop forward-thinking engineering solutions to today's complex water resources problems.

Key Achievements

- ✓ Implemented and oversaw the Water Meter Completion Project
- ✓ Water SCADA System

<http://lsce.com/>

Outsourced – Wastewater, Gregory Harris and Kurt Gardner of Herwit Engineering

HERWIT ENGINEERING plans and designs water and wastewater treatment plants and pump stations of all sizes with a specialty in mechanically intensive systems. HERWIT provides services for all elements necessary to develop projects from ground zero through operations and completion of construction. These services include: overall project management, initial site assessment and selection, management of the California Environmental Quality Act (CEQA) permitting, negotiation and preparation of National Pollution Discharge Elimination System (NPDES) discharge permits, preparing other permits and Army Corps of Engineers permits, Department of Fish and Game stream bed alteration permits, development of pre-design reports and preliminary cost estimates, final design of all mechanical, electrical and civil facilities, bidding support services, construction management, engineering support services during construction, and startup and operations assistance.

Key Achievements

- ✓ Implemented and oversaw the Filtration & UV Project

<http://herwit.com>

District Mission, Vision, Goals & Values

The Town of Discovery Bay Board of Directors has adopted its Mission, Vision, Goals and Values.

These ideals serve as an important guide as the Town of Discovery Bay conducts its day-to-day business and interacts with the public.

MISSION

Provide effective and fiscally responsible municipal services in a manner which promotes a high standard of community life with a focus on the environment and the Delta in partnership with the community.

VISION

Maintain a full service and sustainable community

Grow in harmony with the environment and the Delta

Ensure assets and facilities are maintained, serviceable, and in compliance with all regulatory laws, regulations and rules.

Promote practices that provide enhanced and sustainable life now and for future generations

GOALS

Responsible management of public funds

Preservation of our neighborhoods and natural resources

Provide timely, effective and transparent communications between government and our citizens

Continually improve the quality of our services

Promote and protect the environment

Take pride in community assets

Provide leadership while considering all points of view, to ultimately set policy and make decisions based on what is in the best interest of the entire community

Recognize pioneers of the community

VALUES

Innovation * Accountability * Respect * Integrity * Professionalism

Transmittal Letter

June 7, 2017

Dear Board of Directors,

I am pleased to submit to the Town of Discovery Bay Board of Directors the Town's financial plan for the fiscal period July 1, 2017 through June 30, 2018. The annual Revenue, Operating and Capital Improvement Program budgets are the planning tools utilized by staff and the Board to track revenues and expenditures over the respective forecast period.

For the FY 2017/2019 planning horizon, staff continues to prefer the two-year budget format which allows for improved budgetary forecasts. While a two-year budget is presented, the Board only adopts the first year of the Budget, and each successive budget is adopted annually. The second year of the Operations and Maintenance budget (O&M) and the remaining four years of the Capital Improvement Project budget (CIP) are included in the document but not necessarily included in the discussion below.

CAPITAL IMPROVEMENT PROGRAM

This year's CIP is has undergone a renovation of sorts, District staff along with the water and wastewater engineers have rebuilt the CIP project listing and made the necessary changes for the next fiscal. New category subtitles have been developed and listed as: Water Supply Capacity (source, treatment and storage), Upgrades and Maintenance for Existing Water Supply Facilities, Water Distribution System & Maintenance, Water Meter Completion Project, Clarifier Rehabilitation- Wastewater Distribution System, WW Treatment Plant 1 Refurbishment, Wastewater Distribution System & Maintenance, Filtration Project, Wastewater SCADA Improvements, Denitrification Project, District Office Relocation, Manhole Maintenance, Vehicle & Equipment Purchases, Mainline Piping Replacement, District Security, Masterplans and Infrastructure Replacement.

The first major project that will be completed is the Title 22 Wastewater Tertiary Treatment otherwise known as the Filtration Project. This project is a state mandated project and the Discovery Bay Board of Director's has issued a 2017 revenue bond to pay for the costs. Date specific times and milestones for this project have been established through the Town's NPDES permit and must be complied with throughout the planning and construction processes. The Filtration Project is programmed to cost \$7.4M. The completion date of this project is October 2017 which provides the District three months of testing before the State Mandated Completion Date of December 2017.

The second major project to be completed is the Water Meter Completion Project. The District has begun the Water Meter install for the remaining 3,800+/- homes that are not currently on the metered system. District water engineers Luhdorff & Scalimini have been contracted to act as the District's Project Manager. The project plan was developed in the summer 2016 and construction went out to bid in the fall. JW Backhoe & Construction was selected to complete the installation of the Districts water meters. The Board of Directors reviewed multiple funding options to finance this project. It was decided to finance \$1.5M of this project with a revenue bond and to fund the balance utilizing the

Districts water reserves and infrastructure replacement funds. Concurrently the decision was made to cost out each individual install and bill each resident for the cost of their property install. All calculations will be completed in January 2018. The District plans to inform residents of their cost in March 2018, at this time residents will select one of two options to pay for the cost of their meter installation; 1. Pay for the cost to their residential property upfront and in full; or 2. To finance the cost over time.

The District will begin the process for building a new well (#8) in fiscal year 2017/2018 to allot for future growth. The planning horizon also includes the refurbishment of wastewater treatment plant 1 to provide the proper redundancy. These two projects will overlay into futures years both to be completed within the next three years.

The Infrastructure Replacement Fund continues to be supported annually. This fund provides long term resources for future capital asset replacement in the areas of buildings, vehicles, equipment, as well as underground infrastructure. The ongoing programming of these funds will play a critical role in the Town's ability to plan for its long term financial needs. Since the fund was established in fiscal year 2011/2012, \$2.837 million has been placed into the capital replacement funds. All withdrawals will be updated after the close of fiscal year 16/17.

OPERATION & MAINTENANCE

The operation and maintenance budget in the past has been reasonably flat year over year. This next fiscal year 2017/2018 there will be a 6% increase. This increase is in the following budget categories: consulting costs due to ADA compliance, the Ground Water sustainability municipal formation, the management of the Water Meter Completion Project and increased debt service payments due to the issuance of the 2017 revenue bond.

Throughout the budget document, the Board and public will be presented with a complete financial outlook of the district's finances relative to operating expenses and the day-to-day expenditures necessary to operate the district in a prudent and resourceful manner. As is customary, this year's budget also includes a Capital Improvement Program that continues to address the long-term capital needs of the District. The August 2012 Board action establishing the Discovery Bay Public Financing Authority continues to play an essential role in addressing many of those needs. The initial \$14.1 million program has been completed and all of the proceeds from the bond have been expended. In 2017 the Discovery Bay Public Financing Authority issued its second revenue bond in the amount of \$8.825 million. This Bond was initiated to construct the wastewater Tittle 22 Filtration project at \$7.40 million and the financing of half the Water Meter Completion Project at \$1.50 million. These two projects expect to be completed in December of 2017.

DISCUSSION

The Town of Discovery Bay will be ending FY 2016/2017 with a number of accomplishments. From an operational standpoint, the Town continues to operate efficiently and in a manner that is financially prudent. The past fiscal year witnessed a number of milestones, including the continuing maturation of the Community Centers Recreation Services by continuing to maintain community based age appropriate programs, activities and special events as well as focusing on future program development utilizing our town assets comprised of: The Tennis Complex, Aquatics Facilities, Community Center,

Contract Services and Special Events. In fiscal year 2016/2017 the Community Center had multiple upgrades; in October 2016 a new roof was installed on the Community Center building, the pool area found itself with new furnishings, a new ADA ramp and a new ADA gate, as well as a new pool storage building to prepare for the upcoming open swim season. The dog park was restructured adding an area for small dog only play.

The Landscaping department as always will continue to be diligently focused on looking at new and innovative alternatives to help aid in the efficient use of irrigation. The Roberta Tot Lot is seeing a new facelift as new play equipment has been ordered and preparations for its install is underway. Ravenswood splash pad underwent some major repairs to its electrical unit this splash pad continues to be a favorite spot for family party's and barbeques. New shade structures were placed at Slifer Park for this upcoming summer's enjoyment.

In 2016 the water and wastewater service departments began two state mandated projects. The Water Meter Completion Project and the Filtration Project. These two projects will continue into next fiscal year, and are scheduled to be completed by December 2017.

Though the State of California has lifted the drought restrictions Discovery Bay would ask its residents to maintain a 20% conservation of our water resources throughout the next fiscal year. This percentage was derived from our Urban Water Management plan and coincides with the Capital Improvement Program for future maintenance, development and water supply therein.

In 2016 Bartle Wells Associates has conducted a comprehensive water and wastewater rate study to help lead the District through economic, climatic and infrastructure challenges. The rates studies were presented to the Board of Director's for a Proposition 218 hearing held on July 20, 2016. The adopted water rate increase for fiscal year 2017/2018 is 15% and 12% for FY 2019 through 2021 and the adopted wastewater increase of 11% for fiscal year 2017/2018, 4% for FY 2019 through 2021.

The BWA rate study was determined upon projected annual expenditures for the District Operating, Capital and Capital Replacement budgets for the next five (5) fiscal years. Additionally, this rate study and associated proposed rate adjustment(s) does not include any allowances for potential future development. The rates only provide for current operations and maintenance, necessary existing facility capital improvements, and the infrastructure and vehicle replacement funds.

The Water Rate Study conducted includes increased costs due to operations, maintaining current infrastructure, and conservation costs to maintain our current and future infrastructure. This equates to an increase of \$5.64 per month. With this increase Discovery Bay remains at the bottom of the survey of the 13 surrounding agencies with an estimated monthly bill of \$43.19.

The Wastewater Rate Study conducted includes increase costs due to the management and maintenance of highly technical plant operations, assumed financing of \$7.4 million for the Filter project over 30 years, to support the needs of higher level of treatment, and the reduction in metered commercial sewer flow due to the drought. This equates to an increase of \$7.56 per month. With an average bill of \$76.32 per month.

As indicated by the surveys included in the BWA study, Discovery Bay has a substantially lower water rate of the agencies surveyed, and the wastewater rates are competitive. When blended together, the overall rates paid by Discovery Bay residents are the below the median of the Thirteen (13) agencies surveyed.

For Fiscal Year 2017/2018, the Budget summary is as follows: *(numbers reflect the admin, water & wastewater departments)*

Adopted FY 2016/2017 Operating and Capital Improvement Program Budget		Proposed FY 2017/2018 Operating and Capital Improvement Program Budget	
Total O&M Budget	\$6,097,152	Total O&M Budget	\$5,779,590
Debt Service	\$829,000	Debt Service	\$1,389,859
Contribution to Reserves	\$0	Contribution to Reserves	
Capital Budget	\$908,000	Capital Budget	\$2,658,000
Proposed Financing for CIP projects	\$10,070,740	Proposed Financing for CIP projects	\$1,392,849
Infrastructure Replacement Fund	\$709,000	Infrastructure Replacement Fund	\$525,000
Grand Total Expense Budget	\$18,613,892	Grand Total Expense Budget	\$10,352,449
Grand Total Revenue	\$18,613,892	Grand Total Revenue	\$10,352,449

The Operating and Maintenance (O&M) section of the budget is proposed to be \$7,169,449 (including debt service) for the coming fiscal year. Areas of spending in the proposed O&M Budget include an accurate reflection of expenditures based upon past years' historical data, as well as current and future contractual obligations.

The Capital Improvement Program (CIP) proposes expenditures of \$2,658,000 with a large portion of those needs derived from the Water and Wastewater Master Plan studies. Those studies have been previously accepted by the Board of Directors during FY 2011/2012, and are budgeted for review and update in FY 2017/2018. As previously discussed, many of the projects contained in those plans are either complete, in design, under construction or need further review. FY 2017/2018 will continue to be a busy year as we continue the construction of the projects that have been required.

As noted previously in this transmittal letter, this budget continues to fund the Infrastructure Replacement funds for above and below ground infrastructure needs. The addition of the Infrastructure Replacement Fund was specifically addressed and again recently noted as an essential component to the budget by the District's independent auditors. As of June 2017 \$2,837,189 is currently in that fund for future capital replacement needs with a finalized number to be calculated upon completion of end of year accounting processes.

The key to the preparation of this budget is to ensure all carry-over projects are properly accounted for, that revenue projections are based upon historic and anticipated revenues, and that spending is prudent and sensible. As the end of the Fiscal Year is June 30, 2017, staff will incorporate the final encumbrances into the document once the actual carry-over figures are determined, most likely in December once the County closes out their books.

The primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water, and charges for residential water service. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges and fees. In Parks and Landscape, revenues are generated by Landscape Zones 8 and 9, as well as with landscape contracts with Contra Costa County for County Zones 57, 61. Zone 8 Assessed Income is expected at \$616,220 and Zone 9 Assessed Income is expected to be \$134,000.

The amount of the contribution to reserves will be known once FY 2016/2017 is closed. While a year end surplus of revenues over expenditures is hoped for, water revenues may unsettle the overall revenue stream, necessitating an even larger draw from the water enterprise. The main cause of this is the Board of Directors Decision made on Feb 15, 2017 to borrow half of the water meter completion project bond funds and to utilize the balance of funds for the project out of the water reserves. Any surplus identified, will be transferred into the general reserve account. As of today, the General Reserve Account contains \$1.677M for water, \$2.516M for wastewater, \$399K for Lighting & Landscaping Zone #8 and \$188K for Lighting & Landscaping Zone #9.

I am pleased to present a budget where staffing levels meet projected needs, and where service levels continue to improve. More importantly, however, it continues our multi-year process of ensuring that the District's infrastructure needs are met while offering a strategic look at the overall assets of the District.

I would like to thank and acknowledge Directors Bill Mayer and Bob Leete of the finance committee for their contributions in the preparation of the FY 2017/2018 annual operating, capital and revenue budgets, and Bill Pease and Kevin Graves of the water and wastewater committee for their contribution of the FY 2017/2018 annual capital budgets. The committees completed their work and recommended the proposed budget be submitted to the Board of Directors for consideration and eventual adoption.

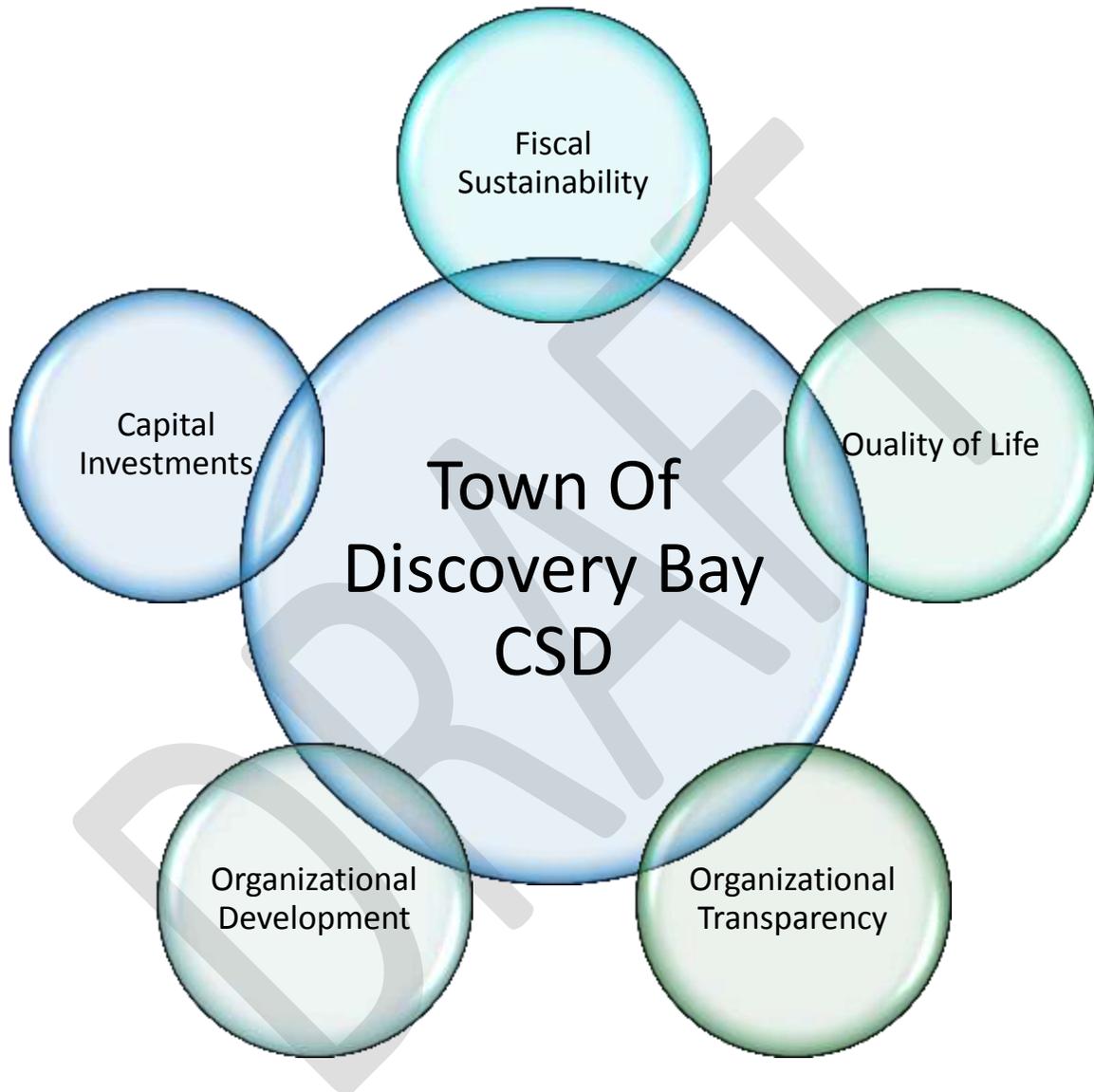
I would also like to thank the entire Board of Directors for their support over the past fiscal year. In preparing for the next fiscal year and continuing into the future I expect that District will continue to remain resourceful, innovative, and successful.

Respectfully submitted,

Dina Breitstein
Finance Manager

Strategic Goals

Below is the result of the Town of Discovery Bay's Strategic Planning Meeting annually held in January.



Goals, Objectives and Action

Goal	Objective	Performance Outlook
Fiscal Sustainability	<ul style="list-style-type: none"> • Balance Revenues and expenditures to ensure fiscal stability • Monitor trends in key revenue sources • Provide core services in an efficient and effective manner 	<ul style="list-style-type: none"> • Review expenditure vs. budget reports for each department on a monthly basis • Conduct quarterly review and make adjustments needed
Quality of Life	<ul style="list-style-type: none"> • Focus on key services, programs and activities for seniors and youth • Partner with service clubs to promote community-wide events • Maintain and expand parks throughout the community 	<ul style="list-style-type: none"> • Provide quarterly reports on activities in youth, seniors and park & recreation programs.
Organizational Transparency	<ul style="list-style-type: none"> • Post key information on the District’s website • Use social media to inform and engage the public • Pre-prepare the budget in a user friendly, informative & transparent format 	<ul style="list-style-type: none"> • Post all agendas, reports and contract on the District’s website • Post all policy documents and resolutions documents on the website
Organizational Development	<ul style="list-style-type: none"> • Evaluate staffing levels to ensure adequate delivery of core services • Provide training and resources in order to sustain a talented workforce • Maintain accountability and recognition of employees 	<ul style="list-style-type: none"> • Pre-prepare long term staffing plan • Develop training of key management and supervisory staff • Uphold and maintain safety training
Capital Investments	<ul style="list-style-type: none"> • Invest in liable resources to maintain, improve District’s resources • Prioritize and evaluate needed capital investments 	<ul style="list-style-type: none"> • Deliver capital projects on time and within budget • Seek funding opportunities to fund infrastructure projects • Update the 10 year master plan

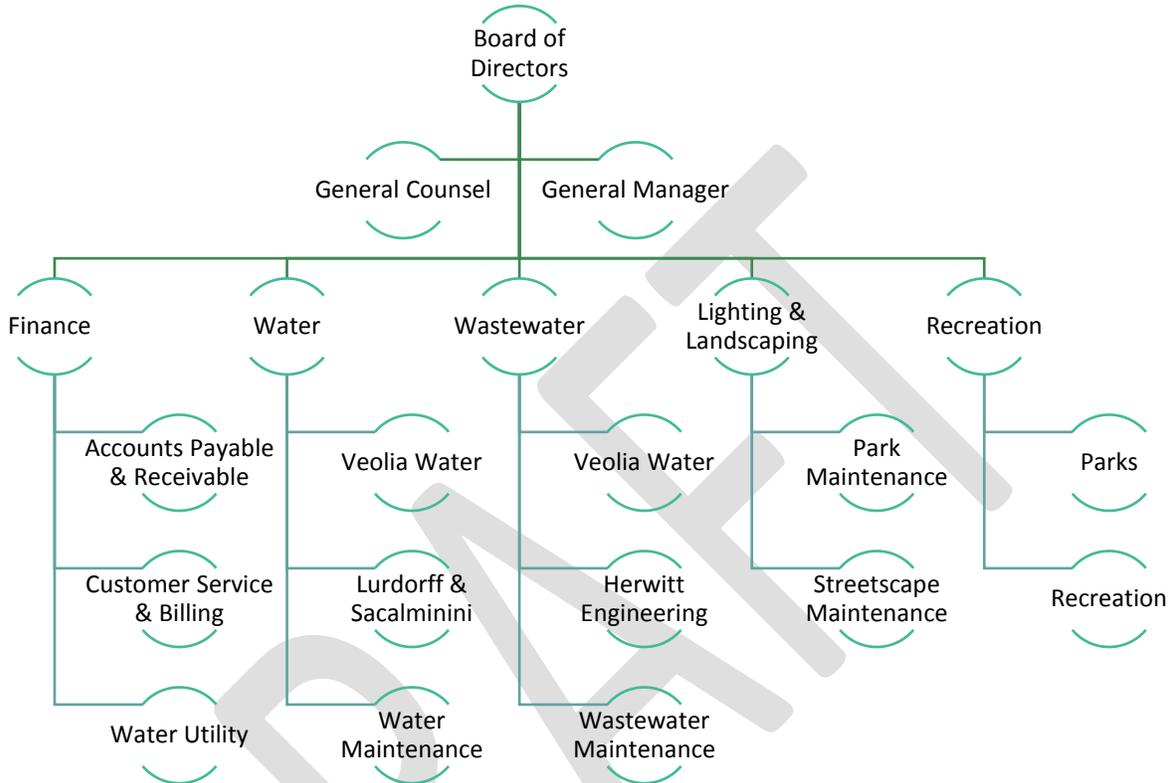
Authorized Positions

Current Positions

Position Title	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019
Office Assistant	1	2	2	2
Administrative Assistant	2	2	2	2
Executive Assistant	1	1	1	1
Accountant	1	1	1	1
Water Services Technician I	0	1	1	1
Water Services Technician II	1	1	1	1
Parks & Maintenance Worker I	2	0	0	0
Parks & Maintenance Worker II	2	4	4	4
Recreation Programs Coordinator	1	0	0	0
Recreation Programs Coordinator Supervisor	0	1	1	1
Parks & Landscape Manager	1	1	1	1
Water & Wastewater Manager	1	1	1	1
Finance Manager	1	1	1	1
General Manager	1	1	1	1
Total	16	17	17	17

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Organizational Chart by Department



Salary & Wages

Position	Range #	Hourly (min)	Monthly (min based on 40hrs/wk)	Hourly (max)	Monthly (max based on 40hrs/wk)
100 Series – Temporary/Intermittent Staff					
Recreation Leader I	100	\$10.00	\$1,733	\$11.03	\$1,912
Recreation Leader II	105	\$10.76	\$1,865	\$11.03	\$2,011
Lifeguard	110	\$11.03	\$1,911.83	\$12.18	\$2,111
LG/Swm Inst/Rec Lead III	115	\$12.00	\$2,079.96	\$13.25	\$2,297
Pool Supervisor	125	\$14.10	\$2,443.95	\$15.56	\$2,697
200 Series- Non Management Staff					
Landscape/Maintenance I	220	\$17.20	\$2,981	\$19.45	\$3,371
Landscape/Maintenance II	235	\$20.45	\$3,545	\$23.14	\$4,011
Landscape/Maintenance III	250	\$22.57	\$3,912	\$25.55	\$4,429
Office Asst./ Customer Service A	225	\$17.62	3,054	\$19.94	\$3,456
Office Asst./ Customer Service B	230	\$19.45	\$3,371	\$22.03	\$3,819
Account Clerk	240	\$20.96	\$3,633	\$23.72	\$4,111
Admin Assistant A	245	\$21.47	\$3,721	\$24.29	\$4,210
Admin Assistant B	260	\$23.70	\$4,108	\$26.82	\$4,649
Senior Account Clerk	255	\$23.14	\$4,011	\$26.17	\$4,536
Accountant I	275	\$26.17	\$4,536	\$32.72	\$5,671
Executive Assistant A	270	\$26.83	\$4,651	\$30.36	\$5,262
Executive Assistant B	280	\$29.62	\$5,134	\$33.53	\$5,812
Water Tech I	210	\$18.52	\$3,210	\$20.98	\$3,637
Water Tech II	270	\$26.83	\$4,651	\$30.36	\$5,262
Water Tech II	280	\$30.36	\$5,262	\$33.53	\$5,812
Series 300: Management Staff					
Recreation Program Coordinator	300	\$26.83	\$4,651	\$33.53	\$5,812
Managers	350	\$33.65	\$5,833	\$42.11	\$7,299

Minimum Wage Adjustment 2017-2018

The State of California minimum wage will increase year over year. The below table represents how the minimum wage increase affects the District Staff Salary Range Table.

	Effective	01/01/18					
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Recreation Leader I	\$10.00	\$11.00	\$11.07	\$11.15	\$11.20	\$11.25	
Recreation Leader II	\$10.76	\$11.25	\$11.30	\$11.40	\$11.59	\$11.60	
Lifeguard	\$11.03	\$11.50	\$11.67	\$11.84	\$12.01	\$12.18	
Lifeguard/Swim Instructor & Rec Leader III	\$12.00	\$12.00	\$12.30	\$12.61	\$12.92	\$13.25	
Assist. Pool Supervisor	\$13.10	\$13.10	\$13.43	\$13.76	\$14.11	\$14.45	
Pool Supervisor	\$14.10	\$14.10	\$14.45	\$14.81	\$15.18	\$15.56	
Park/Landscape/Maintenance I	\$17.20	\$17.20	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46
Park/Landscape/Maintenance II	\$20.45	\$20.45	\$20.96	\$21.49	\$22.02	\$22.57	\$23.14
Park/Landscape/Maintenance III	\$22.57	\$22.57	\$23.13	\$23.71	\$24.31	\$24.91	\$25.54
Office Assistant/Customer Service Representative A	\$17.62	\$17.62	\$18.06	\$18.51	\$18.97	\$19.45	\$19.94
Office Assistant/Customer Service Representative B	\$19.45	\$19.45	\$19.94	\$20.43	\$20.95	\$21.47	\$22.01
Account Clerk	\$20.96	\$20.96	\$21.48	\$22.02	\$22.57	\$23.14	\$23.71
Administrative Assistant/Park-Recreation Assistant A	\$21.47	\$21.47	\$22.01	\$22.56	\$23.12	\$23.70	\$24.29
Administrative Assistant/Park-Recreation Assistant B	\$23.70	\$23.70	\$24.29	\$24.90	\$25.52	\$26.16	\$26.81
Sr. Account Clerk	\$23.14	\$23.14	\$23.72	\$24.31	\$24.92	\$25.54	\$26.18
Accountant I	\$26.17	\$26.17	\$26.82	\$27.49	\$28.18	\$28.89	\$29.61
(con't from Accountant I above)	\$28.89	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69
Executive Assistant A	\$26.83	\$26.83	\$27.50	\$28.19	\$28.89	\$29.62	\$30.36
Executive Assistant B	\$29.62	\$29.62	\$30.36	\$31.12	\$31.90	\$32.69	\$33.51
Water Tech I	\$18.52	\$18.52	\$18.98	\$19.46	\$19.94	\$20.44	\$20.95
Water Tech II	\$26.83	\$26.83	\$27.50	\$28.19	\$28.89	\$29.62	\$30.36
Water Tech III	\$30.36	\$30.36	\$31.12	\$31.90	\$32.69	\$33.51	
Recreation Program Supervisor	\$26.83	\$26.83	\$27.50	\$28.19	\$28.89	\$29.62	\$30.36
(Con't from Rec Program Supervisor Above)		\$30.36	\$31.12	\$31.90	\$32.69	\$33.51	

- The numbers in green represent the current/existing salary rates.
- The number in blue represents the immediate effect.
- The numbers in red are the new pay scale rates.

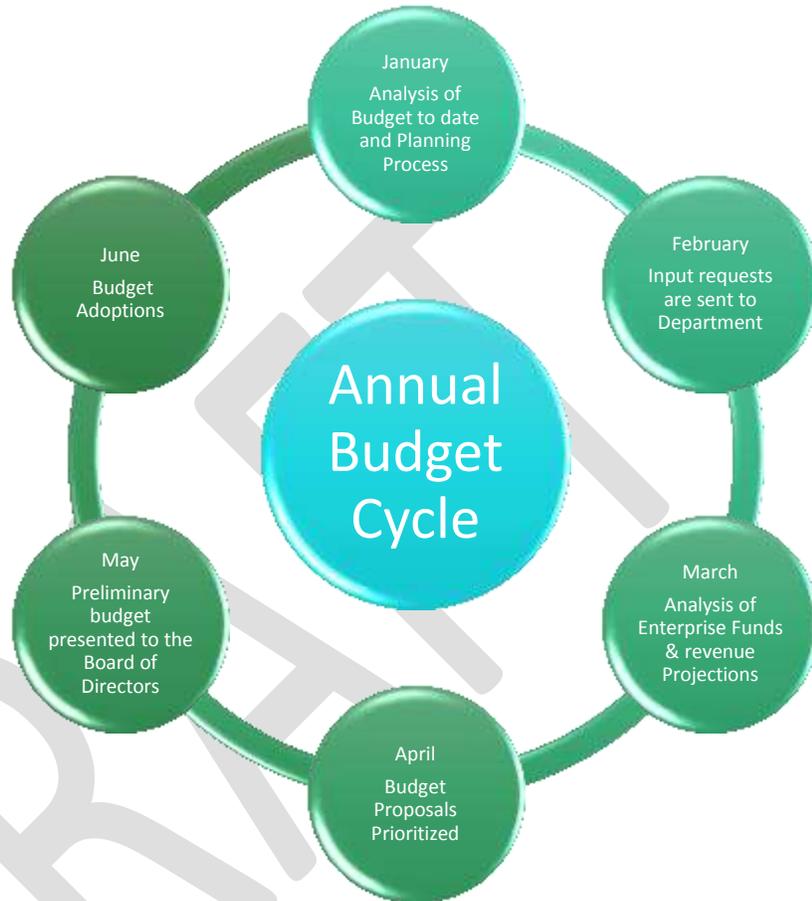
The Budget Process

Fiscal Year 2017-2019

2 Year Budget Build

The Budget is a spending management plan for the District's financial resources. Though the use of these resources, services are provided to meet the needs of the Town of Discovery Bay's residents.

The Districts annual budget process begins in January and concludes in June where the final budget is adopted.



January: Operating budget preparations begin with the analysis of the current year's budget, which helps to determine the base budget for the following year.

February: Budget guidelines and instructions distributed to each Department Head.

March: Departments heads meet with the Finance Manager to discuss their budget requests.

April: Department heads meet with the Finance Committee to review the preliminary budget, where the budget is prioritized, refined, compiled into the preliminary budget to bring to the Board of Director's.

May: the preliminary budget is presented to the board of Director's requesting any comments or recommendations.

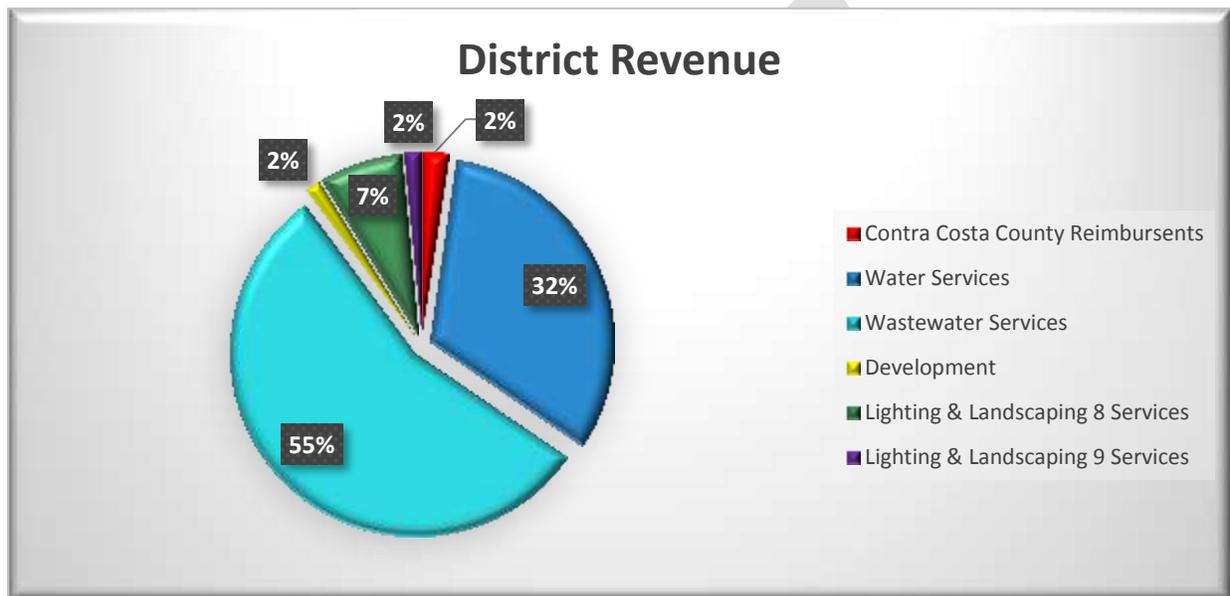
June: The final budget is presented and adopted by the Board of Director's.

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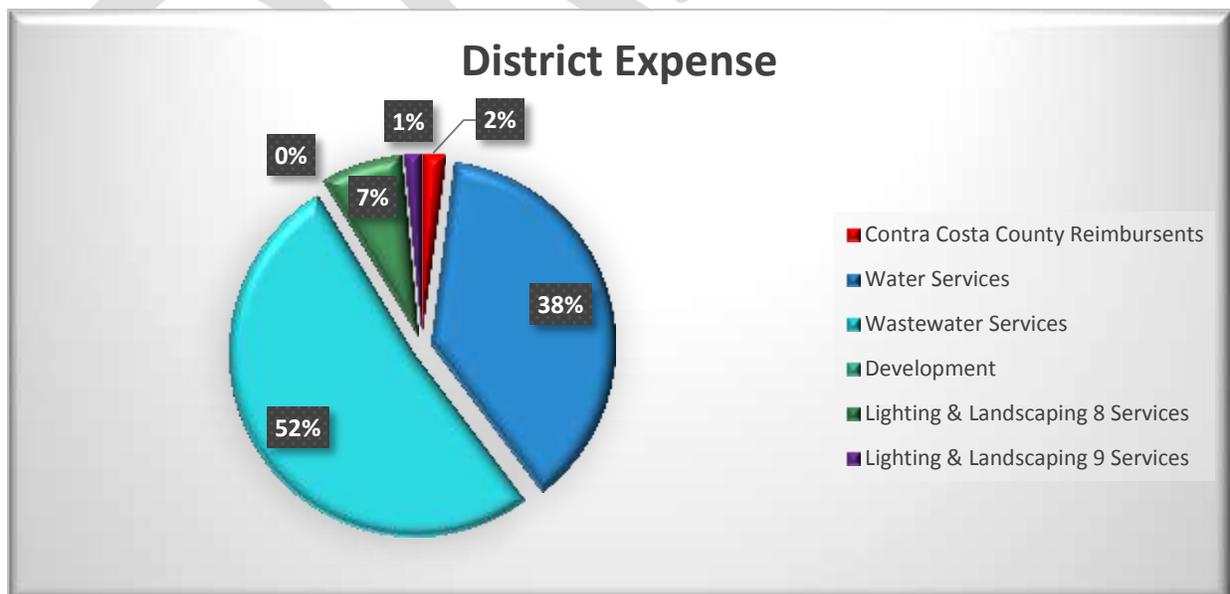
Budget Overview

The Town of Discovery Bay supports the Administration Department (*which is defined as 3 Contra Costa County owned Special District maintained by TODB*), the Water Department, the Wastewater Department and two Lighting and Landscaping Department Zones 8 & 9. Data is for Budget year 2017-2018

District Revenue



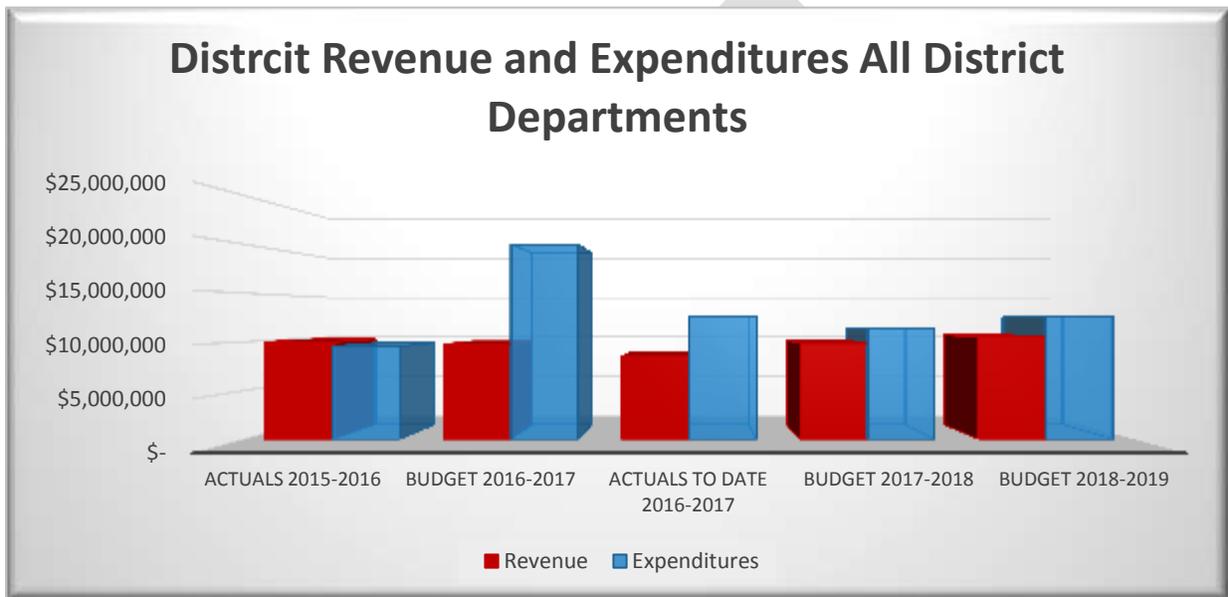
District Expenditures



District Wide Revenue and Expenditure Summary

Administration (CC zones 35, 57, 61, PnR), Water, Wastewater, Z8, CC, Z9

	Actuals	Budget	Actuals to Date	Budget	Budget
	Actuals 2015-2016	Budget 2016-2017	Actuals To Date 2016-2017	Budget 2017-2018	Budget 2018-2019
Revenue	\$ 9,985,857	\$ 9,737,074	\$ 8,456,775	\$ 9,821,407	\$ 10,465,507
Expenditures	\$ 9,533,544	\$ 20,000,154	\$ 12,618,654	\$ 11,324,129	\$ 12,531,502
Revenues in Excess of Expenditures	\$ 452,313	\$ (10,263,080)	\$ (4,161,879)	\$ (1,502,722)	\$ (2,065,995)



Administration Services Revenue, Operations & Maintenance and Capital Improvements

The Administration Fund revenue and expenditures cover all the Contra County Special District transactions for Contra Costa Lighting and Landscaping Zones 35, 57, & 61 which are maintained by the Town of Discovery Bay and reimbursed back to the District from Contra Costa County. These Zones included the following:

- Zone 35 includes the landscaped median islands on Bixler Road at the intersection of Highway 4, and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.
- Zone 57 includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this zone.
- Zone 61 includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive and Slifer Drive. Slifer Park is also included in this zone.

Revenue

Account Code	Administration Revenue	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
10-31-5150	Payroll Reimbursement	\$24,121	\$453,000	\$0	\$146,000	\$161,000
10-31-5151	Vehicle Reimbursement	\$66,660	\$25,000	\$49,802	\$41,000	\$45,000
10-31-5226	Landscape Reimbursable	\$264,993	\$1,090,000	\$96,479	\$39,900	\$44,000
10-31-6046	Permit Fee	\$5,600	\$0	\$1,050	\$0	\$0
	Total	361,374	\$1,568,000	\$147,331	\$226,900	\$250,000

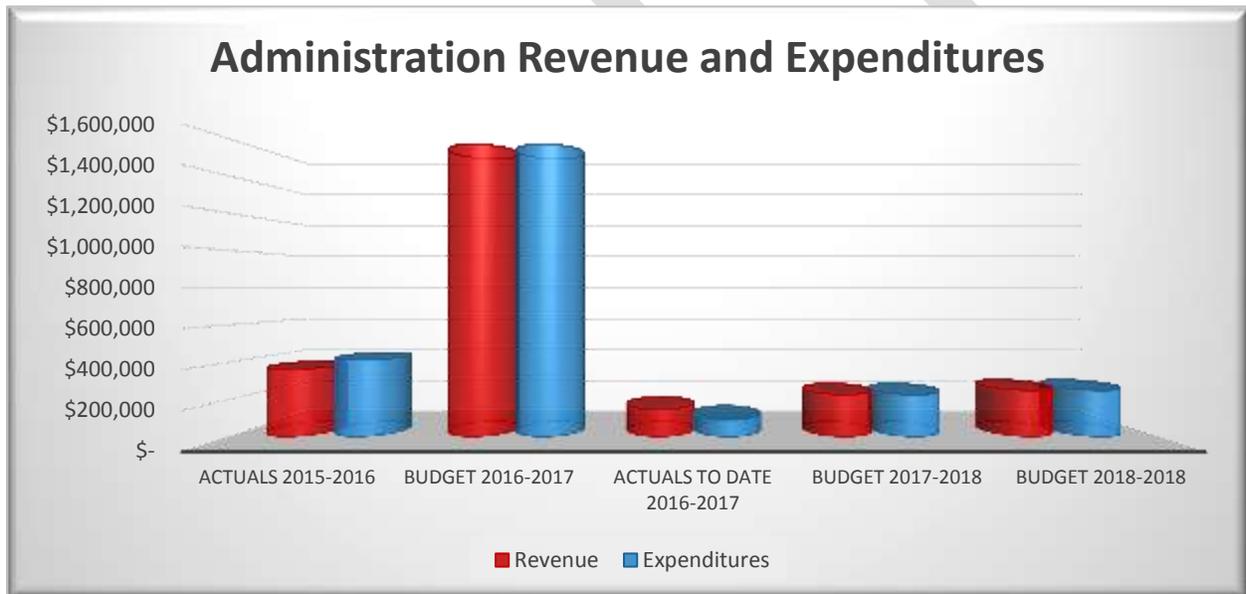
Expenditures

Account Code	Administration Expenditures	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
10-41-7000	Salary & Wages	\$146,018	\$841,000	\$0	\$146,000	\$161,000
10-41-7393	Vehicle & Equipment Sup & Rep	\$0	\$25,000	\$0	\$41,000	\$45,000
10-41-7529	Contra Costa County Landscape Reimbursable	\$266,325	\$305,000	\$93,099	\$39,900	\$44,000
	Total	\$412,343	\$1,171,000	\$93,099	\$226,900	\$250,000

Capital Improvements

Account Code	Administration Expenditures	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
101100	Special Zones	\$0	\$397,000	\$0	\$0	\$0
	Total Capital Improvements	\$0	\$397,000	\$0	\$0	\$0

	Actuals 2015-2016	Budget 2016-2017	Actuals to Date 2016-2017	Budget 2017-2018	Budget 2018-2018
Revenue	\$ 361,373.55	\$ 1,568,000.00	\$ 147,331.13	\$ 226,900.00	\$ 250,000.00
Expenditures	\$ 412,342.52	\$ 1,568,000.00	\$ 93,099.32	\$ 226,900.00	\$ 250,000.00
Revenues in Excess of Expenditures	\$ (50,968.97)	\$ -	\$ 54,231.81	\$ -	\$ -



- Expenditures exceed revenues represents the delay in the reimbursement payment from Contra Costa County Special Districts

Water Services Revenue, Operations & Maintenance and Capital Improvements

Water Services Revenue

The revenue table below identifies the various sources of revenue that can be anticipated during the course of the next fiscal year. The primary source of the water revenue is derived from Property Tax charges and Monthly Water Bills for Water distribution maintenance and monthly volume water usage. July of fiscal year 2017-2018 the remaining 3,500 homes will have a water meter installed with the capital improvement project #115 Water Meter Completion Project.

Revenue

Account Code	Revenue	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
20-31-5100	SEC Collections Water	\$1,755,261	\$2,009,873	\$1,810,164	\$0	\$0
20-31-5102	SEC Collections Meter Charge	\$268,431	\$225,000	\$331,819	\$1,114,000	\$1,249,000
20-31-6000	Water Charges	\$740,115	\$790,000	\$607,278	\$1,980,000	\$2,221,000
20-31-6086	Commercial Meter Charge	\$7,224	\$0	\$45,002	\$69,000	\$69,000
20-31-5177	Reimbursements	\$32,317	\$4,200	\$0	\$4,200	\$4,200
20-31-5179	Miscellaneous	\$61,433	\$0	\$11,220	\$0	\$0
20-31-5243	Other	\$45,248	\$1,100	\$16,652	\$1,100	\$1,100
20-31-6030	Developer Connection Fee	\$11,100	\$5,000	\$2,100	\$5,000	\$5,000
20-31-6045	Developer Capacity Fee	\$534,450	\$20,000	\$101,850	\$20,000	\$20,000
20-31-6046	Developer Permit Fee	\$0	\$5,000	\$0	\$5,000	\$5,000
20-31-6047	Developer Inspection Fee	\$18,080	\$5,000	\$3,360	\$5,000	\$5,000
	Total	\$3,473,659	\$3,065,173	\$2,929,444	\$3,203,300	\$3,579,300

Expenditures

Account Code	Expenses	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
20-41-7000	Salary & Wages	\$305,632	\$327,721	\$209,555	\$345,000	\$362,000
20-41-7001	Overtime	\$0	\$2,000	\$0	\$2,000	\$2,000
20-41-7030	Group Insurance	\$63,660	\$46,000	\$55,427	\$46,000	\$46,000
20-41-7045	Workers Comp	\$20,890	\$20,600	\$1,281	\$22,600	\$22,000
20-41-7060	457 B Plan	\$10,917	\$13,000	\$8,589	\$13,000	\$13,000
20-41-7150	Temporary Employees	\$23,663	\$3,000	\$9,016	\$3,000	\$3,000
20-41-7165	Board of Directors Compensation	\$10,442	\$16,560	\$10,580	\$16,560	\$16,560
20-41-7181	Travel & Meetings - BOD	\$3,263	\$2,400	\$1,198	\$2,400	\$2,400
20-41-7182	Travel	\$3,941	\$3,200	\$1,489	\$3,200	\$3,200
20-41-7196	Training & Education - BOD	\$1,045	\$800	\$540	\$800	\$800
20-41-7197	Train, Meet & Education	\$1,791	\$2,800	\$653	\$5,200	\$2,800
Account Code	Expenses	Actual FY	Budgeted FY	Actuals to Date	Budgeted FY	Budgeted FY

		2015/2016	2016-2017	FY 2016-2017	2017-2018	2018-2019
20-41-7210	Dues & Subscriptions	\$0	\$1,060	\$0	\$1,060	\$1,060
20-41-7225	Memberships	\$5,851	\$7,200	\$5,628	\$7,200	\$7,200
20-41-7255	TODB Sponsored Events	\$0	\$2,400	\$0	\$2,400	\$2,400
20-41-7271	Consulting Services	\$167,789	\$181,000	\$70,828	\$318,000	\$106,000
20-41-7272	Water Service Contract	\$518,305	\$618,000	\$563,751	\$636,540	\$636,540
20-41-7275	Preventative & Corrective	\$11,649	\$42,800	\$19,082	\$42,800	\$42,800
20-41-7276	Contract Mailing	\$12,453	\$15,000	\$9,265	\$15,000	\$15,000
20-41-7277	Veolia W Large Replacement	\$6,736	\$40,000	\$18,845	\$40,000	\$40,000
20-41-7286	Legal - General	\$39,110	\$32,000	\$44,596	\$32,000	\$32,000
20-41-7288	Legal - Litigation	\$703	\$30,000	\$5,640	\$30,000	\$30,000
20-41-7301	Annual Audit Services	\$13,762	\$16,300	\$11,710	\$16,500	\$16,500
20-41-7316	Election Expense	\$0	\$9,000	\$2,830	\$0	\$0
20-41-7317	Advertising	\$1,633	\$2,000	\$331	\$2,000	\$2,000
20-41-7318	Public Relations	\$2,118	\$6,000	\$5,488	\$6,000	\$6,000
20-41-7319	Internet Website	\$0	\$400	\$0	\$4,800	\$4,800
20-41-7345	Public Communications and Notices	\$4,919	\$5,600	\$447	\$2,400	\$2,400
20-41-7361	Telephone - general	\$5,693	\$8,400	\$4,102	\$8,400	\$8,400
20-41-7362	Telecom - networking	\$1,652	\$1,080	\$5,331	\$1,080	\$1,080
20-41-7363	Telephone - cellular	\$2,068	\$2,800	\$2,706	\$2,800	\$2,800
20-41-7376	Road/Construction Materials	\$7,980	\$4,500	\$26,202	\$4,500	\$4,500
20-41-7391	Diesel Fuel	\$274	\$1,500	\$1,904	\$1,500	\$1,500
20-41-7392	Vehicle & Equipment - Fuel	\$4,418	\$6,500	\$3,334	\$6,500	\$6,500
20-41-7393	Vehicle & Equipment Sup & Rep	\$1,424	\$4,400	\$1,478	\$4,400	\$4,400
20-41-7404	Water Meter and Registers	\$52,132	\$40,000	\$57,994	\$25,000	\$25,000
20-41-7405	General Repairs - Pumps	\$0	\$0	\$0	\$30,000	\$30,000
20-41-7406	General Repairs	\$294,669	\$350,000	\$356,168	\$350,000	\$350,000
20-41-7407	Testing	\$0	\$0	\$0	\$15,000	\$15,000
20-41-7408	Special Equipment	\$3,396	\$1,200	\$95	\$1,200	\$1,200
20-41-7409	Info System - Maintenance	\$12,700	\$10,000	\$8,473	\$10,000	\$10,000
20-41-7410	Equipment Maintenance	\$4,073	\$3,600	\$1,784	\$3,600	\$3,600
20-41-7411	Software Hosting	\$18,930	\$12,000	\$5,480	\$12,000	\$12,000
20-41-7412	Computer Equipment & Supplies	\$3,395	\$2,400	\$3,309	\$2,400	\$2,400
20-41-7413	Miscellaneous Small Tools	\$1,932	\$7,000	\$571	\$2,000	\$2,000
20-41-7414	Equipment Repair	\$60	\$400	\$0	\$400	\$400
20-41-7415	Computer Software	\$26	\$4,000	\$302	\$4,000	\$4,000
Account Code	Expenses	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019

20-41-7422	Minor Equipment/ Furniture	\$168	\$0	\$0	\$0	\$0
20-41-7423	Office Furniture	\$0	\$0	\$917	\$0	\$0
20-41-7424	Postage	\$826	\$1,000	\$714	\$1,000	\$1,000
20-41-7425	Office Supplies	\$6,406	\$4,400	\$6,272	\$4,400	\$4,400
20-41-7437	Rent Public Meetings	\$0	\$200	\$0	\$200	\$200
20-41-7438	Building Rent	\$0	\$12,000	\$12,000	\$13,000	\$12,000
20-41-7439	Equipment Rental/Leasing	\$1,740	\$2,000	\$499	\$2,000	\$2,000
20-41-7440	Facility Maintenance - Landscaping	\$0	\$1,600	\$73	\$1,600	\$1,600
20-41-7441	Building Maintenance	\$5,713	\$4,000	\$10,121	\$6,000	\$6,000
20-41-7451	Insurance - Liability	\$20,667	\$22,000	\$0	\$24,200	\$24,200
20-41-7453	Insurance - Property	\$0	\$12,000	\$35	\$13,200	\$13,200
20-41-7466	Permits & Fees	\$17,546	\$16,000	\$28,093	\$16,000	\$16,000
20-41-7469	Personal Protective Equipment	\$1,026	\$680	\$454	\$680	\$680
20-41-7470	Safety Equipment & Supplies	\$1,666	\$1,400	\$993	\$1,400	\$1,400
20-41-7481	Utilities/Electrical Cost	\$340,221	\$320,000	\$311,463	\$320,000	\$320,000
20-41-7483	Utilities/Waste Cost	\$281	\$0	\$0	\$0	\$0
20-41-7495	Chemicals	\$11,429	\$20,000	\$10,718	\$20,000	\$20,000
20-41-7510	Freight	\$0	\$800	\$0	\$800	\$800
20-41-7511	UPS/Courier	\$13	\$320	\$0	\$320	\$320
20-41-7526	Miscellaneous Bank Charges	\$4,723	\$4,000	\$4,628	\$4,000	\$4,000
20-41-7527	Miscellaneous Services & Supply	\$1,816	\$1,200	\$879	\$1,200	\$1,200
20-41-7528	Miscellaneous Reimbursable	\$0	\$400	\$0	\$400	\$400
20-41-7529	Landscape Related Reimbursable	\$55	\$0	\$0	\$0	\$0
20-41-7530	Unrecoverable Charges	\$0	\$1,000	\$0	\$1,000	\$1,000
20-41-7532	Miscellaneous	\$420	\$2,000	\$0	\$2,000	\$2,000
20-41-7533	Bad Debt	\$0	\$5,000	\$752	\$5,000	\$5,000
20-41-7534	Special Expense	\$4,038	\$2,000	\$837	\$2,000	\$2,000
20-41-7535	Credit Memo	\$28	\$5,000	\$0	\$5,000	\$5,000
20-41-7537	Debt Service	\$88,204	\$89,000	\$88,498	\$292,127	\$257,904
20-41-7542	Taxes & Assessments	\$0	\$400	\$0	\$400	\$400
20-41-7545	Revenue Collection	\$2,162	\$2,400	\$2,197	\$2,400	\$2,400
20-41-7547	Data Processing/Payroll Wire Transfer	\$302	\$1,040	\$188	\$1,040	\$1,040
20-41-7548	Accounting (A/P, A/R, GL)	\$0	\$800	\$0	\$800	\$800
20-41-7549	Public Works - Permits	\$7,082	\$10,000	\$6,834	\$10,000	\$10,000
20-41-7550	Property Taxes	\$425	\$1,200	\$150	\$1,200	\$1,200
Account Code	Expenses	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
20-41-7587	Developer Deposit	\$357	\$0	\$0	\$0	\$0

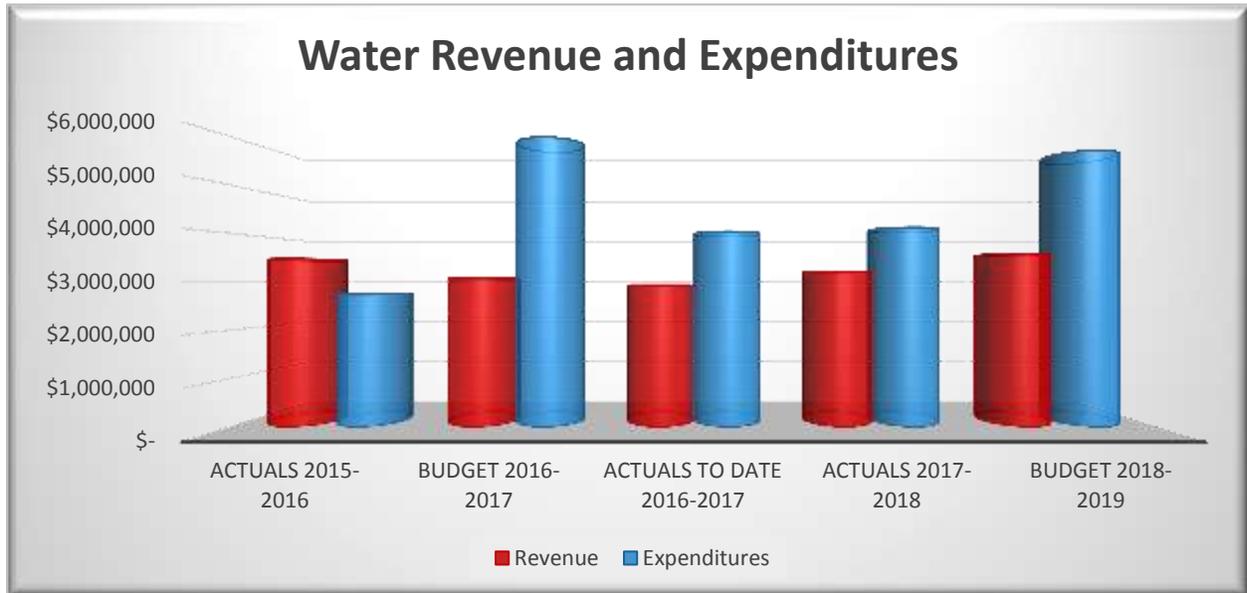
	Reimbursement					
	Total	\$2,162,412	\$2,450,461	\$2,023,313	\$2,854,607	\$2,621,384

Capital Improvements

Account Code	Capital Improvements	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
20-1160	Water Capital Improvements & Structure Replacement	\$317,611	\$3,270,000	\$1,766,808	\$925,000	\$2,840,000
20-1100	Equipment	\$3,717	\$0	\$0	\$81,000	\$0
20-1120	Vehicle	\$0	\$12,000	\$0	\$14,000	\$0
20-1180-49	Water Infrastructure Replacement	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
20-1180-48	Booster Pump Infrastructure Replacement	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
20-1180-50	Facility Infrastructure Replacement	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
20-1180-	Vehicle Replacement	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
20-1180-67	Generator Infrastructure Replacement	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Total	\$571,328	\$3,532,000	\$2,016,808	\$1,270,000	\$3,090,000

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	Actuals 2015-2016	Budget 2016-2017	Actuals to Date 2016-2017	Budget 2017-2018	Budget 2018-2019
Revenue	\$ 3,473,659	\$ 3,065,173	\$ 2,929,444	\$ 3,203,300	\$ 3,579,300
Expenditures	\$ 2,733,740	\$ 5,982,461	\$ 4,040,121	\$ 4,124,607	\$ 5,711,384
Revenues over Expenditures	\$ 739,919	\$ (2,917,288)	\$ (1,110,677)	\$ (921,307)	\$ (2,132,084)



Beginning in January 2017 the Water Services Department began Water Meter Completion Project with an estimated budget of \$3.111M. The District hired Luhdorff & Scalamanini Contract Engineers to write the Bid document and to act as the project manager for the duration of the project. This project overlaps fiscal years beginning in FY 16/17 and ending in FY 17/18 with the completion date estimated at December 2017. For this project the Board of Director’s made the decision to bond \$1.5M of the project, and to utilize water reserves to cover the remainder of the project. This project is the primary cause for the overage of expenditures in the water department for fiscal years 2016 through 2018. The overages will utilize the \$1.5M of bond monies and the remainder water reserves.

In fiscal year 18/19 the district is beginning a new Capital Improvement Project of constructing a new Well for the District (Well #8) and decommissioning of Well #5A. The estimated cost of this well is \$2.2M. This is the primary reason for the overage of expenses in fiscal year 18/19. As this budget year approaches District Staff and the Board of Directors will continue to discuss how to best pay for Well #8. The District has planned to utilize Infrastructure Replacement Funds, Capacity & Connection Fees as well as Reserves to cover the cost of this Well.

Reserves

Account Code	Reserves	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
Reserves	Water Reserves	\$1,677,759	\$1,677,759	\$1,677,759	\$1,677,759	\$1,677,759
Infrastructure Replacement	Booster Pump Replacement Fund	\$95,068	\$20,000	\$115,068	\$135,068	\$155,068
Infrastructure Replacement	W Infrastructure Replacement Fund	\$612,290	\$200,000	\$812,290	\$1,012,290	\$1,212,290
Infrastructure Replacement	Generators Replacement Fund	\$39,200	\$10,000	\$49,200	\$59,200	\$69,200
Infrastructure Replacement	Facility & Vehicle Replacement Fund	\$46,000	\$10,000	\$56,000	\$66,000	\$76,000
Replacement	Vehicle Replacement Fund	\$46,000	\$10,000	\$56,000	\$66,000	\$76,000
Infrastructure Replacement	Water Rate Study Infrastructure			\$184,000	\$537,000	\$1,032,000
	Total	\$2,516,317	\$1,927,759	\$2,950,317	\$3,553,317	\$4,298,317

- All reserve deductions will be calculated at the end of the fiscal year.

Developer Fees

Account Code	Reserves	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
Developer Fees	Capacity & Connection Fees			\$776,966	\$811,966	\$846,996
	Total			\$776,966	\$811,966	\$846,996

- All developer additional revenue or deductions will be calculated at the end of the fiscal year.

The District maintains a water reserve of \$1.677M. This reserve has been established to be utilized for emergency use or project spend for the water utility system. In addition to the water reserve in 2011 the District established an infrastructure replacement program. These funds are saved for the future replacements or improvements of the water infrastructure system including, wells, pipes, tanks, pumps motors, vehicles, meters, readers and generator replacements. The board has authorized the use of these funds for infrastructure needs. In 2017 The Board of Directors has authorized the use of the reserve funds and the infrastructure replacement funds to assist the district with paying for the Water Meter Completion Project and any infrastructure improvements along the way that the project will expose. In addition to utilizing the Water Reserves and the Infrastructure Replacement funds the District received in 2017 a \$1.5M revenue bond for the Water Meter Completion Project. The total estimated project budget is \$3.11M.

The Developer Fees are acquired when new home construction permits are pulled. These fee are charged to connect and utilize the Districts water and wastewater utilities. All developer fees are on the Districts website <http://www.todb.ca.gov/ordinances-town-discovery-bay>.

Water Utility Rate

A Wastewater rate study was conducted and adopted in 2016. You can find the entire rate study on the district website at <http://www.todb.ca.gov/>.

Water Enterprise								
Monthly Water Rate Table								
(Fiscal Years 2017 through 2021)								
	2017-18		2018-19		2019-20		2020-21	
Unmetered Accounts	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually
Parcel Size (Square Feet/ DU)								
Condos w/ Irrigation	\$36.55	\$438.60	---	---	---	---	---	---
Condos w/o Irrigation	\$23.91	\$286.92	---	---	---	---	---	---
Under 5,000 sf	\$36.55	\$438.60	---	---	---	---	---	---
5,000-10,000 sf	\$46.03	\$552.36	---	---	---	---	---	---
10,001-15,000 sf	\$55.51	\$666.12	---	---	---	---	---	---
Over 15,000 sf	\$55.51	\$666.12	---	---	---	---	---	---
Vacant	\$14.67	\$176.04	\$14.67	\$176.04	\$14.67	\$176.04	\$14.67	\$176.04
Plus each addition 1000 sf	---	---	---	---	---	---	---	---
Metered Accounts								
<i>Non-Irrigation Accounts</i>								
5/8" Meter	\$16.20	\$194.40	\$18.02	\$216.24	\$20.06	\$240.72	\$22.35	\$268.20
1" Meter	\$16.20	\$194.40	\$18.02	\$216.24	\$20.06	\$240.72	\$22.35	\$268.20
1 1/2" Meter	\$31.43	\$377.16	\$35.07	\$420.84	\$39.16	\$469.92	\$43.74	\$524.88
2" Meter	\$49.68	\$596.16	\$55.50	\$666.00	\$62.04	\$744.48	\$69.37	\$832.44
3" Meter	\$98.34	\$1,180.08	\$109.99	\$1,319.88	\$123.06	\$1,476.72	\$137.72	\$1,652.64
4" Meter	\$153.09	\$1,837.08	\$171.30	\$2,055.60	\$191.71	\$2,300.52	\$214.63	\$2,575.56
6" Meter	\$305.18	\$3,662.16	\$341.60	\$4,099.20	\$382.43	\$4,589.16	\$428.26	\$5,139.12
<i>Irrigation Accounts</i>								
5/8" Meter	\$15.29	\$183.48	\$17.00	\$204.00	\$18.92	\$227.04	\$21.07	\$252.84
1" Meter	\$15.20	\$182.40	\$17.00	\$204.00	\$18.92	\$227.04	\$21.07	\$252.84
1 1/2" Meter	\$29.60	\$355.20	\$33.03	\$396.36	\$36.87	\$442.44	\$41.18	\$494.16
2" Meter	\$46.76	\$561.12	\$52.23	\$626.76	\$58.38	\$700.56	\$65.27	\$783.24
3" Meter	\$92.50	\$1,110.00	\$103.45	\$1,241.40	\$115.73	\$1,388.76	\$129.52	\$1,554.24
4" Meter	\$143.97	\$1,727.64	\$161.08	\$1,932.96	\$180.27	\$2,163.24	\$201.81	\$2,421.72
6" Meter	\$286.93	\$3,443.16	\$321.17	\$3,854.04	\$359.54	\$4,314.48	\$402.62	\$4,831.44
Metered Charge (All Usage)	\$1.80	\$21.60	\$2.02	\$24.24	\$2.26	\$27.12	\$2.53	\$30.36

DU= Dwelling Unit

CCF = 100 Cubic Feet = 748 Gallons

Wastewater Services Revenue, Operations & Maintenance and Capital Improvements

The revenue table below identifies the various sources of revenue that can be anticipated during the course of the next fiscal year. The primary source of the Wastewater revenue is derived from Property Tax charges for the collection, conveyance, treatment and discharge of treated effluent. July of fiscal year 2017-2018 the remaining Title 22 Filtration project will be complete.

Revenue

Account Code	Revenue	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
21-31-5101	SEC Collections Wastewater	\$4,162,264	\$4,109,994	\$4,343,182	\$5,283,000	\$5,499,000
21-31-6015	Commercial Sewer Charges	\$226,026	\$135,200	\$93,997	\$141,000	\$147,000
21-31-5177	Reimbursements	\$0	\$6,300	\$0	\$6,300	\$6,300
21-31-5179	Miscellaneous	\$52,783	\$0	\$284	\$0	\$0
21-31-5243	Other	\$301,305	\$1,100	\$12,080	\$1,100	\$1,100
21-31-6030	Developer Connection Fee	\$11,000	\$5,000	\$2,100	\$5,000	\$5,000
21-31-6045	Developer Capacity Fee	\$578,002	\$80,000	\$134,973	\$80,000	\$80,000
21-31-6046	Developer Permit Fee	\$0	\$8,000	\$0	\$8,000	\$8,000
21-31-6047	Developer Inspection Fee	\$18,080	\$5,000	\$3,360	\$5,000	\$5,000
	Total	\$5,349,461	\$4,350,594	\$4,589,977	\$5,529,400	\$5,751,400

Expenditures

Account Code	Expenses	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
21-41-7000	Salary & Wages	\$381,631	\$342,061	\$239,495	\$360,000	\$378,000
21-41-7001	Overtime	\$0	\$3,000	\$0	\$3,000	\$3,000
21-41-7030	Group Insurance	\$95,127	\$69,000	\$82,631	\$69,000	\$76,000
21-41-7045	Workers Comp	\$31,336	\$30,000	\$1,921	\$30,000	\$30,000
21-41-7060	457 B Plan	\$16,739	\$18,540	\$13,392	\$18,540	\$19,000
21-41-7150	Temporary Employees	\$42,376	\$5,000	\$7,057	\$5,000	\$5,000
21-41-7165	Board of Directors Compensation	\$15,663	\$24,840	\$15,870	\$24,840	\$24,840
21-41-7181	Travel & Meetings - BOD	\$3,970	\$3,600	\$1,887	\$3,600	\$3,600
21-41-7182	Travel	\$6,609	\$4,800	\$1,946	\$4,800	\$4,800
21-41-7196	Training & Education - BOD	\$392	\$1,200	\$810	\$1,200	\$1,200
21-41-7197	Train, Meet & Education	\$1,547	\$4,200	\$980	\$7,800	\$4,200
21-41-7210	Dues & Subscriptions	\$0	\$1,590	\$0	\$1,590	\$1,590
21-41-7225	Memberships	\$7,118	\$10,800	\$5,617	\$7,200	\$7,200
21-41-7255	TODB Sponsored Events	\$0	\$3,600	\$0	\$3,600	\$3,600
21-41-7271	Consulting Services	\$157,684	\$222,000	\$89,039	\$190,000	\$147,000

Account Code	Expenses	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
21-41-7272	Wastewater Service Contract	\$777,458	\$927,000	\$845,627	\$955,000	\$983,000
21-41-7275	Preventative & Corrective	\$87,445	\$64,200	\$59,000	\$64,200	\$64,200
21-41-7277	Veolia WW Large Replacement	\$125,936	\$60,000	\$73,445	\$60,000	\$60,000
21-41-7286	Legal - General	\$58,676	\$48,000	\$64,281	\$73,000	\$73,000
21-41-7288	Legal - Litigation	\$978	\$45,000	\$8,459	\$45,000	\$45,000
21-41-7301	Annual Audit Services	\$20,643	\$20,000	\$17,565	\$20,000	\$20,000
21-41-7316	Election Expense	\$0	\$10,000	\$4,245	\$0	\$0
21-41-7317	Advertising	\$1,599	\$3,000	\$49	\$3,000	\$3,000
21-41-7318	Public Relations	\$3,177	\$0	\$0	\$0	\$0
21-41-7319	Internet Website	\$0	\$600	\$0	\$7,200	\$600
21-41-7320	Public Reports	\$0	\$0	\$0	\$0	\$0
21-41-7345	Public Communications and Notices	\$6,954	\$3,600	\$64	\$3,600	\$3,600
21-41-7361	Telephone - general	\$13,940	\$10,500	\$10,697	\$15,000	\$15,000
21-41-7362	Telecom - networking	\$4,750	\$5,000	\$10,243	\$15,000	\$15,000
21-41-7363	Telephone - cellular	\$3,049	\$4,200	\$3,034	\$4,200	\$0
21-41-7376	Road/Construction Materials	\$0	\$1,800	\$0	\$1,800	\$1,800
21-41-7391	Diesel Fuel	\$411	\$5,000	\$2,857	\$5,000	\$5,000
21-41-7392	Vehicle & Equipment - Fuel	\$2,538	\$6,000	\$2,500	\$6,000	\$6,000
21-41-7393	Vehicle & Equipment Sup & Rep	\$26,472	\$6,600	\$10,283	\$6,000	\$6,000
21-41-7405	General Repairs - Pumps	\$19,222	\$30,000	\$10,184	\$30,000	\$30,000
21-41-7406	General Repairs	\$26,464	\$200,000	\$19,900	\$100,000	\$100,000
21-41-7407	NTR/SIP Testing - RWQCB	\$0	\$5,000	\$0	\$5,000	\$5,000
21-41-7408	Special Equipment	\$3,500	\$3,000	\$106	\$3,000	\$3,000
21-41-7409	Info System - Maintenance	\$19,038	\$15,000	\$12,172	\$15,000	\$15,000
21-41-7410	Equipment Maintenance	\$2,909	\$5,400	\$2,327	\$5,400	\$5,400
21-41-7411	Software Hosting	\$11,785	\$6,000	\$2,205	\$6,000	\$6,000
21-41-7412	Computer Equipment & Supplies	\$3,853	\$3,600	\$3,934	\$3,600	\$3,600
21-41-7413	Miscellaneous Small Tools	\$1,274	\$3,000	\$83	\$3,000	\$3,000
21-41-7414	Equipment Repair	\$91	\$600	\$0	\$600	\$600
21-41-7415	Computer Software	\$50	\$6,000	\$550	\$6,000	\$6,000
21-41-7416	UV Parts	\$0	\$0	\$0	\$50,000	\$50,000
21-41-7417	Instrument & Controls	\$0	\$0	\$0	\$50,000	\$50,000
21-41-7422	Minor Equipment/ Furniture	\$251	\$0	\$0	\$0	\$0
21-41-7424	Postage	\$1,301	\$1,500	\$1,059	\$1,500	\$1,500
21-41-7425	Office Supplies	\$6,716	\$6,600	\$7,279	\$6,000	\$6,000
21-41-7437	Rent Public Meetings	\$0	\$300	\$0	\$300	\$300

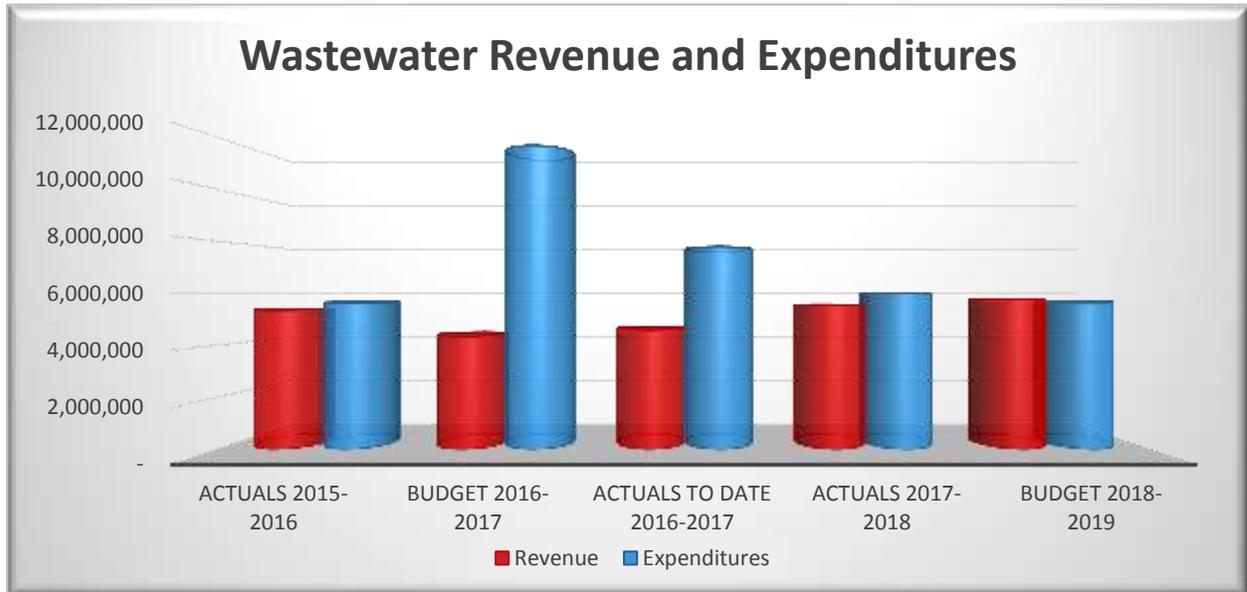
Account Code	Expenses	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
21-41-7438	Building Rent	\$0	\$18,000	\$18,000	\$20,000	\$18,000
21-41-7439	Equipment Rental/Leasing	\$578	\$3,000	\$749	\$3,000	\$3,000
21-41-7440	Facility Maintenance - Landscaping	\$15,288	\$2,400	(\$14,962)	\$2,400	\$2,400
21-41-7441	Building Maintenance	\$17,443	\$12,000	\$4,391	\$12,000	\$12,000
21-41-7451	Insurance - Liability	\$48,605	\$30,300	\$158	\$30,300	\$30,300
21-41-7453	Insurance - Property	\$0	\$16,800	\$52	\$18,480	\$18,480
21-41-7466	Permits & Fees	\$43,815	\$36,000	\$37,194	\$36,000	\$36,000
21-41-7467	Special Expense	\$0	\$0	\$0	\$0	\$0
21-41-7468	NPDES NOV Fines	\$0	\$25,000	\$180,828	\$0	\$0
21-41-7469	Personal Protective Equipment	\$1,058	\$1,020	\$1,023	\$1,020	\$1,020
21-41-7470	Safety Equipment & Supplies	\$2,608	\$3,000	\$1,463	\$3,000	\$3,000
21-41-7481	Utilities/Electrical Cost	\$378,252	\$480,000	\$351,587	\$480,000	\$480,000
21-41-7483	Utilities/Waste Cost	\$3,959	\$4,000	\$0	\$4,000	\$4,000
21-41-7495	Chemicals	\$7,521	\$20,000	\$15,064	\$20,000	\$20,000
21-41-7510	Freight	\$0	\$1,000	\$0	\$1,000	\$1,000
21-41-7511	UPS/Courier	\$20	\$480	\$0	\$480	\$0
21-41-7526	Miscellaneous Bank Charges	\$862	\$0	(\$1)	\$4,000	\$4,000
21-41-7527	Miscellaneous Services & Supply	\$4,116	\$4,500	\$1,079	\$4,500	\$4,500
21-41-7528	Miscellaneous Reimbursable	\$0	\$600	\$0	\$600	\$600
21-41-7530	Unrecoverable Charges	\$0	\$0	\$0	\$1,000	\$1,000
21-41-7532	Miscellaneous	\$100	\$2,000	\$0	\$2,000	\$2,000
21-41-7533	Bad Debt	\$0	\$0	\$0	\$0	\$0
21-41-7534	Special Expense	\$4,627	\$3,000	\$1,314	\$3,000	\$3,000
21-41-7535	Credit Memo	\$0	\$5,000	\$0	\$5,000	\$5,000
21-41-7537	Debt Service	\$740,721	\$740,000	\$739,107	\$1,097,732	\$1,101,028
21-41-7542	Taxes & Assessments	\$0	\$17,000	\$0	\$17,000	\$17,000
21-41-7544	Reimbursement for County Admin	\$443	\$0	\$0	\$0	\$0
21-41-7545	Revenue Collection	\$3,242	\$3,600	\$3,823	\$3,600	\$3,600
21-41-7547	Data Processing/Payroll Wire Transfer	\$453	\$1,560	\$282	\$1,560	\$1,560
21-41-7548	Accounting (A/P, A/R, GL)	\$0	\$1,200	\$0	\$1,200	\$1,200
21-41-7549	Public Works - Permits	\$463	\$2,000	\$0	\$2,000	\$2,000
21-41-7550	Property Taxes	\$8,338	\$8,500	\$11,483	\$13,500	\$13,500
21-41-7587	Developer Deposit Reimbursement	\$482	\$0	\$0	\$0	\$0
	Total	\$3,273,663	\$3,692,691	\$2,985,429	\$4,087,942	\$4,084,818

Capital Improvements

Account Code	Capital Improvements	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
21-1155	Wastewater Capital Improvements & Structure Replacement	\$2,084,316	\$7,678,740	\$4,799,204	\$1,533,000	\$1,263,000
21-1100	Equipment	\$5,575	\$0	\$4,799,204	\$84,000	\$30,000
21-1120	Vehicle	\$0	\$18,000	\$4,799,204	\$21,000	\$0
800	PG&E Funded Projects	\$0	\$0	\$4,799,204	\$0	\$0
21-1180-47	Wastewater Infrastructure Replacement	\$200,000	\$200,000	\$4,799,204	\$200,000	\$200,000
21-1180-48	Collection & Pumps Infrastructure Replacement	\$30,000	\$30,000	\$4,799,204	\$30,000	\$30,000
21-1180-50	Facility Infrastructure Replacement	\$15,000	\$15,000	\$4,799,204	\$15,000	\$15,000
21-1180-	Vehicle Replacement	\$15,000	\$15,000	\$4,799,204	\$15,000	\$15,000
21-1180-67	Generator Infrastructure Replacement	\$15,000	\$15,000	\$4,799,204	\$15,000	\$15,000
	Total	\$2,364,892	\$7,971,740	\$4,799,204	\$1,913,000	\$1,568,000

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	Actuals 2015-2016	Budget 2016-2017	Actuals to Date 2016-2017	Budget 2017-2018	Budget 2018-2019
Revenue	5,349,461	4,350,594	4,589,977	5,529,400	5,751,400
Expenditures	5,638,554	11,664,431	7,784,633	6,000,942	5,652,818
Revenues over Expenditures	(289,094)	(7,313,837)	(3,194,656)	(471,542)	98,582



In May of 2016 the District began the Title 22 Filtration Project is the addition of tertiary filtration and UV upgrades to the District’s Wastewater Plant 2. The District’s National Pollution Discharge Elimination Systems (“NPDES”) permit that governs all wastewater activities for the District was renewed by the Regional Water Quality Control Board (“RWQCB”) on June 6, 2014. In the renewal, the RWQCB required the District to add tertiary filtration and UV upgrades and changed the permit limits for coliform in compliance with the CCR Title 22 unrestricted reuse. The facilities are required to be constructed and operational by December 31, 2017. The discharge limits also will change to lower values on this date. The Wastewater Master Plan, adopted in 2012, anticipated the future RWQCB requirement for filtration, and the District has begun construction on filtration and UV disinfection facilities in conformance with the Wastewater Master Plan and the RWQCB requirements. The construction of these facilities is expected to be completed on or about October 2017. This project is in the District’s Wastewater Rate Study conducted in 2015 and provides the necessary cash flow to pay the debt service of the bond. The estimated project budget is \$7.4M. In April of 2017 the District finalized the bond to finance the Filtration Project. The above shows the actuals to date and the overage of expenses in relation to this project. The District is utilizing the Bond funds to reimburse expenses paid by district reserves and to pay for further expenses into FY 17/18.

Reserves

Account Code	Reserves	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
Reserves	Wastewater Reserves	\$2,516,638	\$2,516,638	\$2,516,638	\$2,516,638	\$2,516,638
Infrastructure Replacement	Collection Pumps & Motors Replacement Fund	\$142,602	\$30,000	\$172,602	\$202,602	\$232,602
Infrastructure Replacement	WW Infrastructure Replacement Fund	\$950,000	\$200,000	\$1,150,000	\$1,350,000	\$1,550,000
Infrastructure Replacement	Generators Replacement Fund	\$59,029	\$15,000	\$74,029	\$89,029	\$104,029
Infrastructure Replacement	Facility Infrastructure Replacement Fund	\$138,000	\$30,000	\$84,000	\$99,000	\$114,000
Replacement	Vehicle Replacement Fund			\$84,000	\$99,000	\$114,000
	Total	\$3,806,269	\$2,791,638	\$4,081,269	\$4,356,269	\$4,631,269

- All reserve deductions will be calculated at the end of the fiscal year.

Developer Fees

Account Code	Reserves	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
Developer Fees	Capacity & Connection Fees			\$1,678,422	\$1,776,422	\$1,847,422
	Total			\$1,678,422	\$1,776,422	\$1,847,422

- All developer additional revenue or deductions will be calculated at the end of the fiscal year.

The District maintains a wastewater reserve of \$2.516M. This reserve has been established to be utilized for emergency use or project spend for the wastewater utility system. In addition to the wastewater reserve in 2011 the District established an infrastructure replacement program. These funds are saved for the future replacements or improvements of the wastewater infrastructure system including, pipes, chemical tanks, pumps, motors, vehicles, and generator replacements.

The Developer Fees are acquired when new home construction permits are pulled. These fee are charged to connect and utilize the Districts water and wastewater utilities. All developer fees are on the Districts website <http://www.todb.ca.gov/ordinances-town-discovery-bay>.

Wastewater Utility Rate

A Wastewater rate study was conducted and adopted in 2016. You can find the entire rate study on the district website at <http://www.todb.ca.gov/>.

Wastewater Enterprise								
Monthly Wastewater Rate Schedule (Fiscal Years 2017 through 2021)								
	<u>2017-18</u>		<u>2018-19</u>		<u>2019-20</u>		<u>2020-21</u>	
	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual
Residential/Unmetered								
Single Family (Each DU)	\$76.32	\$915.84	\$79.38	\$952.56	\$82.55	\$990.60	\$85.85	\$1,030.20
Multifamily/Condos (Each DU)	\$57.25	\$687.00	\$59.54	\$714.48	\$61.92	\$743.04	\$64.40	\$772.80
Vacant	\$18.67	\$ 224.04	\$18.67	\$224.04	\$18.67	\$224.04	\$18.67	\$224.04
Non-Residential/Metered (Use \$/ccf)								
	Volume Use		Volume Use		Volume Use		Volume Use	
Business/Government/Clubs	\$5.30		\$5.51		\$5.73		\$5.96	
Restaurants/Bars/Dining Facilities	\$15.53		\$16.15		\$16.79		\$17.46	
Schools	\$4.77		\$4.96		\$5.16		\$5.37	
Other Domestic Strength Users	\$5.30		\$5.51		\$5.73		\$5.96	

DU= Dwelling Unit

CCF = 100 Cubic Feet = 748 Gallons

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Lighting & Landscaping Zone #8 Services Revenue, Operations & Maintenance and Capital Improvements

The Lighting and Landscaping District #8 receives its revenues from an Appropriations limit set by the California Department of Finance. The District uses this calculation year over year to calculate the operating revenue that the District utilizes to maintain and operate the Lighting and Landscaping Zone #8 District.

Revenue

Account Code	Revenue	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
40-31-5107	Supplemental Property Tax	\$0	\$0	\$159	\$0	\$0
40-31-5111	Current Unsecure Property Tax	\$16,005	\$0	\$15,913	\$0	\$0
40-31-5117	Other Tax	\$5,948	\$0	\$611	\$0	\$0
40-31-5120	Assessment Income	\$548,951	\$500,000	\$555,802	\$616,220	\$628,544
40-31-5151	Landscape Related Reimbursable	\$0	\$6,000	\$0	\$6,000	\$6,000
40-31-5180	Payroll Reimbursements - CCC	\$0	\$8,207	\$0	\$8,207	\$8,207
	Total	\$570,905	\$514,207	\$572,485	\$630,427	\$642,751

Expenditures

Account Code	Expenses	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
40-41-7000	Salary & Wages	\$136,812	\$108,000	\$116,320	\$148,000	\$150,000
40-41-7182	Travel	\$0	\$1,000	\$16	\$1,000	\$1,000
40-41-7197	Train, Meet & Education	\$35	\$1,500	\$1,546	\$1,500	\$1,500
40-41-7210	Dues & Subscriptions	\$0	\$200	\$0	\$200	\$200
40-41-7225	Memberships	\$60	\$525	\$0	\$525	\$525
40-41-7286	Legal - General	\$933	\$1,000	\$315	\$1,000	\$1,000
40-41-7301	Annual Audit Services	\$2,220	\$2,220	\$2,200	\$2,220	\$2,200
40-41-7317	Advertising	\$0	\$50	\$0	\$50	\$50
40-41-7361	Telephone - general	\$1,174	\$1,125	\$0	\$1,125	\$1,125
40-41-7362	Telecom - networking	\$627	\$700	\$1,161	\$900	\$900
40-41-7363	Telephone - cellular	\$942	\$2,000	\$1,209	\$2,000	\$2,000
40-41-7376	Road/Construction Materials (s	\$0	\$500	\$0	\$500	\$500
40-41-7392	Vehicle & Equipment – Fuel	\$4,489	\$3,000	\$3,147	\$4,000	\$4,000
40-41-7393	Vehicle & Equipment Sup & Rep	\$1,715	\$2,000	\$256	\$2,000	\$2,000
40-41-7408	Special Equipment	\$320	\$0	\$0	\$0	\$0
40-41-7409	Info System - Maintenance	\$161	\$800	\$432	\$800	\$800

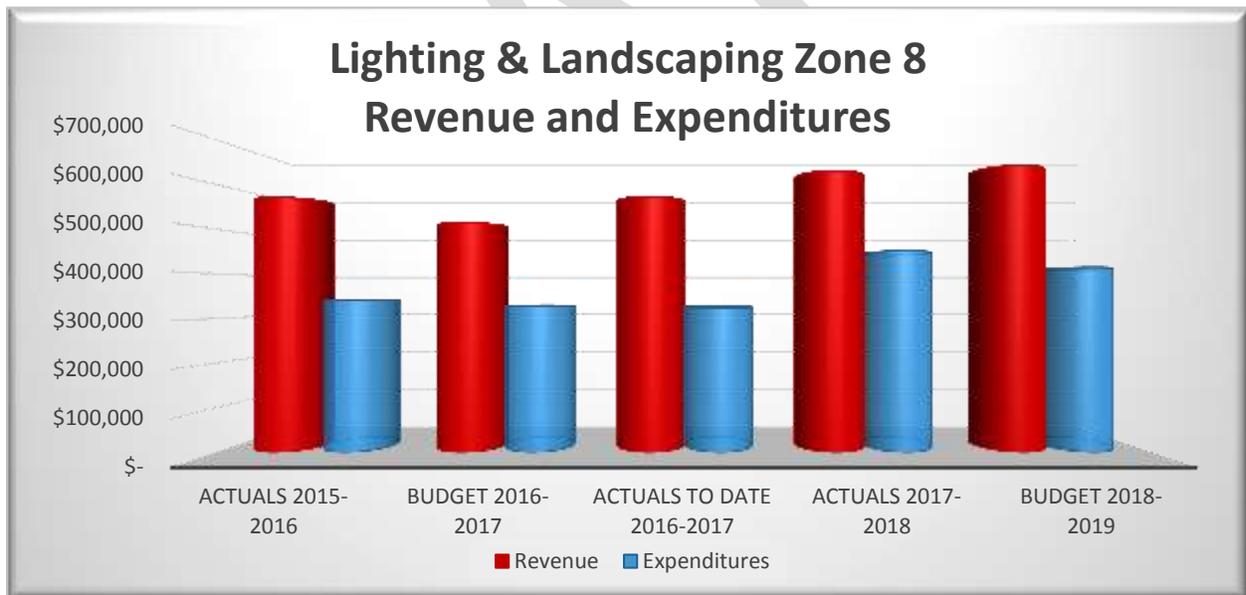
Account Code	Expenses	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
40-41-7410	Equipment Maintenance	\$2,389	\$3,500	\$2,393	\$4,500	\$4,500
40-41-7412	Computer Equipment & Supplies	\$0	\$150	\$0	\$150	\$150
40-41-7413	Miscellaneous Small Tools	\$1,770	\$1,500	\$1,261	\$1,500	\$1,500
40-41-7414	Equipment Repair	\$111	\$750	\$26	\$750	\$750
40-41-7421	Cleaning Supplies (household i	\$0	\$1,000	\$30	\$1,000	\$1,000
40-41-7422	Minor Equipment (furniture <\$1	\$0	\$150	\$0	\$150	\$150
40-41-7424	Postage	\$0	\$150	\$0	\$150	\$150
40-41-7425	Office Supplies	\$407	\$1,200	\$929	\$1,200	\$1,200
40-41-7438	Building Rent	\$0	\$200	\$0	\$9,000	\$9,000
40-41-7439	Equipment Rental/Leasing	\$41	\$2,000	\$83	\$2,000	\$2,000
40-41-7440	Facility Maintenance - Landscaping	\$38,840	\$50,000	\$41,879	\$50,000	\$50,000
40-41-7441	Building Maintenance	\$8,283	\$3,000	\$9,814	\$6,000	\$6,000
40-41-7451	Insurance - Liability	\$3,657	\$1,700	\$0	\$1,700	\$1,700
40-41-7469	Personal Protective Equipment	\$3,043	\$3,000	\$3,712	\$3,000	\$3,000
40-41-7470	Safety Equipment & Supplies	\$9	\$0	\$188	\$0	\$0
40-41-7481	Utilities/Electrical Cost	\$92,776	\$80,000	\$83,934	\$80,000	\$80,000
40-41-7482	Utilities/Water Cost	\$21,538	\$35,000	\$29,987	\$35,000	\$35,000
40-41-7483	Utilities/Waste Cost	\$6,175	\$5,000	\$8,888	\$5,000	\$5,000
40-41-7526	Miscellaneous Bank Charges	\$0	\$0	\$867	\$0	\$0
40-41-7527	Miscellaneous Services & Supply	\$1,981	\$2,000	\$53	\$2,000	\$2,000
40-41-7534	Special Expense	\$294	\$1,000	\$240	\$1,000	\$1,000
40-41-7542	Taxes & Assessments	\$820	\$1,200	\$2,051	\$2,000	\$2,000
40-41-7543	Inter-fund (Investment Property	\$0	\$300	\$0	\$300	\$300
40-41-7544	Reimbursement for County Admin	\$2,085	\$500	\$10,655	\$500	\$500
40-41-7545	Revenue Collection	\$4,824	\$2,000	\$0	\$2,000	\$2,000
40-41-7549	Public Works - Permits	\$0	\$500	\$0	\$500	\$500
40-41-7550	Property Taxes	\$1,962	\$2,000	\$938	\$2,000	\$2,000
	Total	\$340,493	\$322,420	\$324,528	\$377,220	\$379,200

Capital Improvements

Account Code	Capital Improvements	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
40-1160	Streetscapes	\$0	\$2,500	\$0	\$2,500	\$0
40-1100	Equipment	\$0	\$2,500	\$0	\$36,000	\$0
40-1180-	Light Pole Replacement Fund	\$0	\$0	\$0	\$30,000	\$30,000
40-1180-	Vehicle Replacement Fund	\$0	\$0	\$0	\$5,000	\$5,000
	Total	\$0	\$5,000	\$0	\$73,500	\$35,000

	Actuals	Budget	Actuals to Date	Budget	Budget
	Actuals 2015-2016	Budget 2016-2017	Actuals To Date 2016-2017	Actuals 2017-2018	Budget 2018-2019
Revenue	\$ 570,905	\$ 514,207	\$ 572,485	\$ 630,427	\$ 642,751
Expenditures	\$ 340,493	\$ 327,420	\$ 324,528	\$ 450,720	\$ 414,200
Revenues over Expenditures	\$ 230,412	\$ 186,787	\$ 247,956	\$ 179,707	\$ 228,551

Reserve Utilization



Lighting and Landscaping Zone #8 on a weekly basis maintains the front entrance into Discovery Bay, the streetscapes, and Cornell Park. This Zone runs very lean as provided by the data above. The reason for the lean expenses is increased efficiencies and the lack of Capital Projects planned at this time. Zone #8 also maintains the Community Center park grounds. Next fiscal year the Lighting and Landscape Department needs to purchase some new equipment. The costs of the equipment are split between

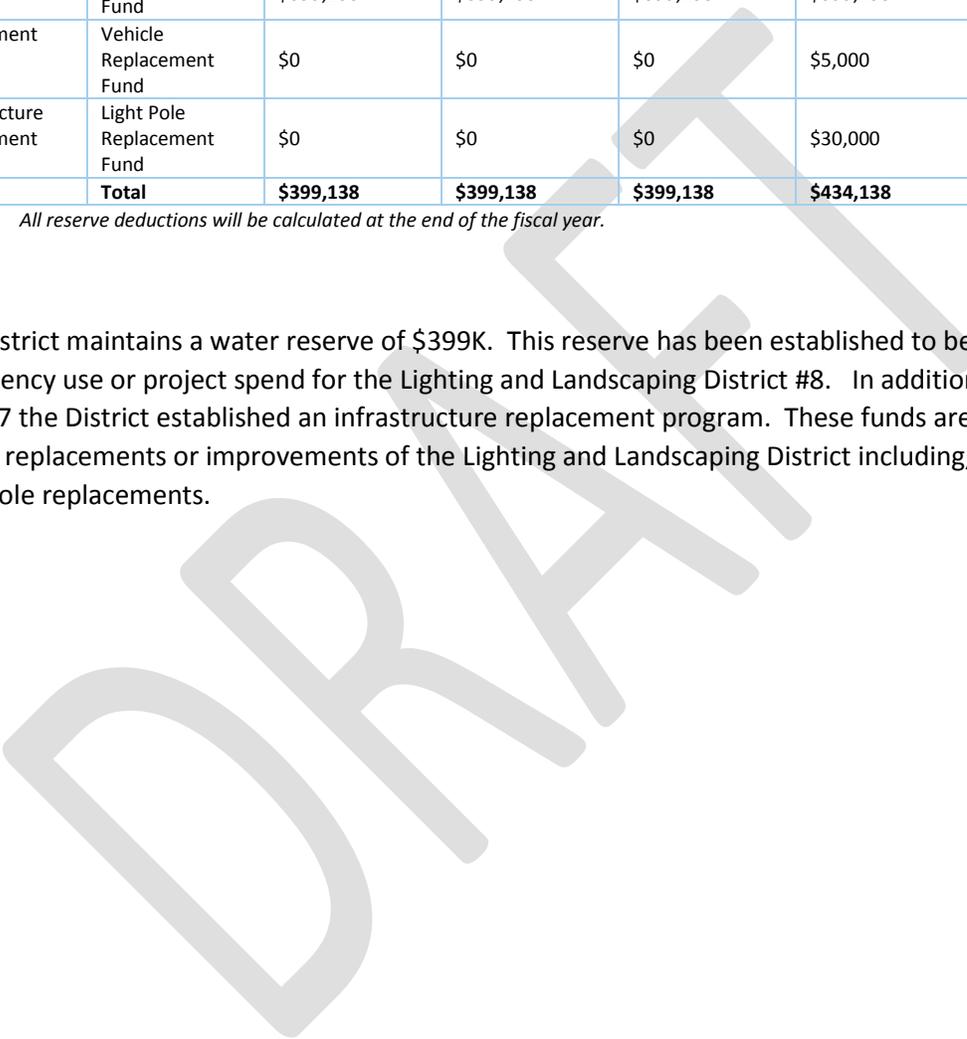
Zone #8 and Zone #9. The purchases include a tractor, seed tiller, and an aerator for a total cost to Zone #8 of \$36K.

Reserves

Account Code	Reserves	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
Reserves	Zone 8 Reserve Fund	\$399,138	\$399,138	\$399,138	\$399,138	\$434,138
Replacement	Vehicle Replacement Fund	\$0	\$0	\$0	\$5,000	\$5,000
Infrastructure Replacement	Light Pole Replacement Fund	\$0	\$0	\$0	\$30,000	\$30,000
	Total	\$399,138	\$399,138	\$399,138	\$434,138	\$469,138

- All reserve deductions will be calculated at the end of the fiscal year.

The District maintains a water reserve of \$399K. This reserve has been established to be utilized for emergency use or project spend for the Lighting and Landscaping District #8. In addition to the reserve, in 2017 the District established an infrastructure replacement program. These funds are saved for the future replacements or improvements of the Lighting and Landscaping District including, vehicles, and light pole replacements.



Lighting & Landscaping Zone #8 Appropriations

The Discovery Bay Lighting and Landscape Zone #8 (Zone 8) receives annual funding through a portion of property taxes collected within its boundaries. Each year, the Town of Discovery Bay Community Services District (District) is responsible for identifying its appropriation limit in accordance Article XIII B of the California Constitution, known as the Proposition 4 or the GANN limit.

Staff collects the necessary information from the California Department of Finance and calculates the Appropriations Limit for Zone 8 for board approval every July. The calculation is based on the previous year's appropriation limit and factors in the change of California's per capita personal income and local population percentage change.

<http://www.dof.ca.gov/Forecasting/Demographics/Estimates/documents/PricePopulation2017.pdf>

Below is a snapshot of the history of previous Appropriations calculations by fiscal year.

ATTACHMENT "A"

Discovery Bay Lighting Landscape Zone 8
Appropriations Limit Calculation

	Historical Limit (With Permitted Increases)	Per Capita Personal Income Change	Per Capita Ratio*	Population Change	Population Ratio*	Fiscal Year Factor
Year 04/05	\$ 352,279.00					
Year 05/06	\$ 379,708.29	5.26	1.0526	2.4	1.024	1.0778624
Year 06/07	\$ 402,876.48	3.96	1.0396	2.06	1.0206	1.06101576
Year 07/08	\$ 431,200.71	4.42	1.0442	2.5	1.025	1.070305
Year 08/09	\$ 461,481.34	4.29	1.0429	2.62	1.0262	1.07022398
Year 09/10	\$ 469,171.69	0.62	1.0062	1.04	1.0104	1.01666448
Year 10/11	\$ 458,900.84	-2.54	0.9746	0.36	1.0036	0.97810856
Year 11/12	\$ 474,747.11	2.51	1.0251	0.92	1.0092	1.03453092
Year 12/13	\$ 497,620.79	3.77	1.0377	1.01	1.0101	1.04818077
Year 13/14	\$ 525,557.54	5.12	1.0512	0.47	1.0047	1.05614064
Year 14/15	\$ 530,903.12	-0.23	0.9977	1.25	1.0125	1.01017125
Year 15/16	\$ 556,915.93	3.82	1.0382	1.04	1.0104	1.04899728
Year 16/17	\$ 592,397.12	5.37	1.0537	0.95	1.0095	1.06371015
Year 17/18	\$ 616,220.40	3.36	1.0336	0.64	1.0064	1.04021504

* Based on factors provided in the annual
Price and Population Information letter from
the California Department of Finance.
Dated May 2017



Recreation Service Revenue, Operations & Maintenance and Capital Improvements

The recreation department was established with the purchase of the Community Center in 2013. The Community Center is part of Zone #8 and is funded by the revenue that the community center generates from classes, the swim team and events, as well as Zone #8.

Revenue

Account Code	Revenue	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
40-31-5148	Advertising Revenue	\$0	\$4,500	\$0	\$800	\$800
40-31-5149	Community Center Program Fees	\$38,583	\$28,000	\$0	\$31,000	\$31,000
40-31-5150	Community Center Events	\$4,210	\$3,000	\$0	\$3,000	\$3,000
40-31-6000	Recreation Revenue	\$7,389	\$0	\$64,859	\$0	\$0
40-31-6690	Swim Team	\$38,625	\$32,000	\$0	\$32,000	\$32,000
40-31-6695	Rentals	\$8,739	\$35,000	\$30,000	\$38,000	\$38,000
40-31-6996	Community Center Apparel	\$600	\$100	\$0	\$100	\$100
40-31-6997	Community Center Food	\$453	\$500	\$0	\$100	\$100
40-31-6998	Community Center Beverage	\$743	\$500	\$0	\$100	\$100
40-31-6999	Community Center Pool Fee	\$7,908	\$7,500	\$0	\$7,500	\$7,500
	Total	\$107,250	\$111,100	\$94,859	\$112,600	\$112,600

Expenditures

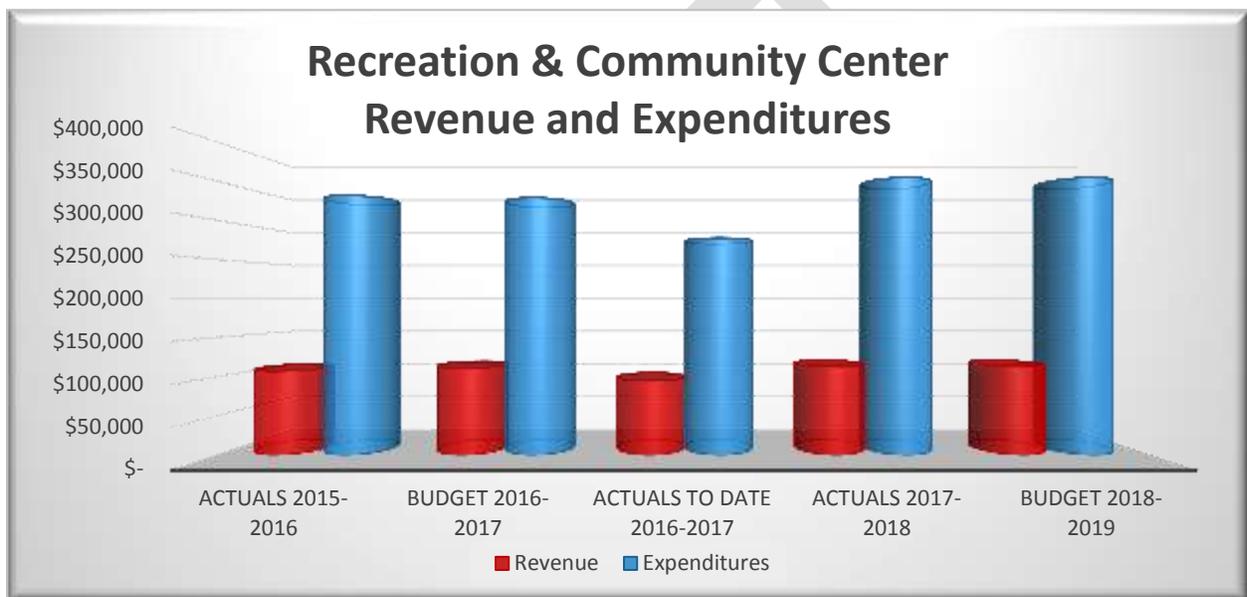
Account Code	Expenses	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
40-41-8000	Salary & Wages	\$159,005	\$178,908	\$135,838	\$188,000	\$198,000
40-41-8182	Travel & Meetings	\$0	\$700	\$293	\$700	\$700
40-41-8197	Train, Meet & Education	\$394	\$1,500	\$684	\$1,500	\$1,500
40-41-8210	Dues & Subscriptions	\$0	\$300	\$310	\$300	\$300
40-41-8225	Memberships	\$0	\$0	\$0	\$0	\$0
40-41-8256	Events	\$2,935	\$0	\$1,592	\$0	\$0
40-41-8271	Consulting Services	\$0	\$0	\$0	\$10,000	\$0
40-41-8286	Legal - General	\$2,149	\$1,500	\$0	\$1,500	\$1,500
40-41-8301	Annual Audit Services	\$0	\$1,000	\$1,000	\$1,000	\$1,000
40-41-8317	Advertising	\$12,060	\$9,000	\$15,999	\$16,000	\$16,000
40-41-8319	Internet Website	\$0	\$0	\$0	\$0	\$0
40-41-8361	Telephone - general	\$1,876	\$2,000	\$3,487	\$2,000	\$2,000
40-41-8362	Telecom - networking	\$627	\$700	\$1,674	\$700	\$700
40-41-8363	Telephone - cellular	\$942	\$1,200	\$303	\$1,200	\$1,200
40-41-8392	Vehicle & Equipment - Fuel	\$77	\$100	\$0	\$100	\$100

Account Code	Expenses	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
40-41-8406	General Repairs	\$592	\$1,000	\$371	\$2,500	\$2,500
40-41-8408	Special Equipment	\$3,282	\$100	\$0	\$100	\$100
40-41-8409	Info System - Maintenance	\$6,535	\$2,000	\$2,651	\$2,000	\$2,000
40-41-8410	Equipment Maintenance	\$100	\$800	\$285	\$800	\$800
40-41-8411	Software Hosting	\$4,275	\$4,000	\$3,685	\$4,000	\$4,000
40-41-8412	Computer Equipment & Supplies	\$385	\$0	\$0	\$0	\$0
40-41-8423	Office Furniture	\$0	\$0	\$0	\$0	\$0
40-41-8424	Postage	\$2,438	\$3,000	\$2,959	\$3,000	\$3,000
40-41-8425	Office Supplies	\$2,743	\$1,500	\$3,244	\$2,500	\$2,500
40-41-8439	Equipment Rental/Leasing	\$156	\$1,000	\$0	\$1,000	\$1,000
40-41-8440	Facility Maintenance - Landscaping	\$15,766	\$18,000	\$15,070	\$20,000	\$20,000
40-41-8441	Building Maintenance	\$12,059	\$5,000	\$8,463	\$5,000	\$5,000
40-41-8442	Pool Maintenance	\$8,662	\$6,000	\$13,482	\$8,500	\$8,500
40-41-8451	Insurance - Liability	\$3,609	\$3,500	\$0	\$3,500	\$3,500
40-41-8453	Insurance - Property	\$0	\$1,000	\$0	\$1,000	\$1,000
40-41-8466	Permits & Fees	\$1,865	\$2,000	\$1,071	\$2,000	\$2,000
40-41-8469	Personal Protective Equipment	\$893	\$500	\$294	\$500	\$500
40-41-8470	Safety Equipment & Supplies	\$2,086	\$500	\$2,225	\$750	\$750
40-41-8481	Utilities/Electrical Cost	\$15,567	\$20,000	\$13,833	\$20,000	\$20,000
40-41-8482	Utilities/Water Cost	\$3,819	\$12,000	\$781	\$12,000	\$12,000
40-41-8483	Utilities/Waste Cost	\$7,097	\$6,000	\$3,886	\$6,000	\$6,000
40-41-8495	Chemicals	\$6,551	\$8,500	\$7,688	\$8,500	\$8,500
40-41-8511	UPS/Courier	\$0	\$0	\$0	\$0	\$0
40-41-8526	Miscellaneous Bank Charges	\$5,191	\$2,000	\$2,382	\$2,500	\$2,500
40-41-8527	Miscellaneous Services & Supply	\$2,918	\$1,000	\$1,672	\$1,000	\$1,000
40-41-8534	Special Expense	\$1,012	\$300	\$867	\$300	\$300
40-41-8535	Credit Memo	\$6,813	\$3,500	\$260	\$3,500	\$3,500
40-41-8538	Inspection & Fees	\$0	\$0	\$0	\$0	\$0
40-41-8540	Swim Team Expenses	\$10,525	\$8,000	\$8,202	\$0	\$0
40-41-8541	Food Expense	\$288	\$0	\$0	\$0	\$0
40-41-8542	Beverage Expense	\$0	\$0	\$0	\$0	\$0
40-41-8543	Program Fees	\$26,098	\$20,000	\$22,257	\$20,000	\$20,000
40-41-8548	Inter-governmental Charges	\$0	\$200	\$0	\$200	\$200
	Total	\$331,388	\$328,308	\$277,127	\$354,150	\$354,150

Capital Improvements

Currently there are no capital improvement projects planned for the Recreation and the Community Center.

	Actuals 2015-2016	Budget 2016-2017	Actuals to Date 2016-2017	Budget 2017-2018	Budget 2018-2018
Revenue	\$ 107,250	\$ 111,100	\$ 94,859	\$ 112,600	\$ 112,600
Expenditures	\$ 331,388	\$ 328,308	\$ 277,127	\$ 354,150	\$ 354,150
Revenues over Expenditures	\$ (224,138)	\$ (217,208)	\$ (182,269)	\$ (241,550)	\$ (241,550)



The Community Center located at 1601 Discovery Bay Blvd was purchased in 2013. Renovations continue annually, so that the District is able to offer a variety of events and classes for the residents of Discovery Bay. The recreation program guide is sent out in the fall for the fall/winter season and in the spring for the spring/summer season. These guides lists all of the town's events and classes for residents of all ages. Currently the Community Center runs at a deficit of \$241K which is recovered by the Zone #8 appropriations limit. The Board of Directors and Staff are working together to develop a plan to increase revenues for the Community Centers future. The Community Center remains a valuable asset for Discovery Bay's parks and recreation programs.

Lighting & Landscaping Zone #9 Services Revenue, Operations & Maintenance and Capital Improvements

The Lighting and Landscaping District #8 receives its revenues from an Appropriations limit set by the California Department of Finance. The District uses this calculation year over year to calculate the operating revenue that the District utilizes to maintain and operate the Lighting and Landscaping Zone 8 District.

Revenue

Account Code	Revenue	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
41-31-5114	Prior Unsecured Property Tax	\$0	\$0	\$385	\$0	\$0
41-31-5120	Assessment Income	\$123,209	\$119,000	\$122,185	\$134,000	\$140,000
41-31-5177	Reimbursements	\$0	\$4,000	\$0	\$4,000	\$4,000
41-31-5179	Miscellaneous	\$0	\$5,000	\$110	\$5,000	\$5,000
	Total	\$123,209	\$128,000	\$122,680	\$143,000	\$149,000

Expenditures

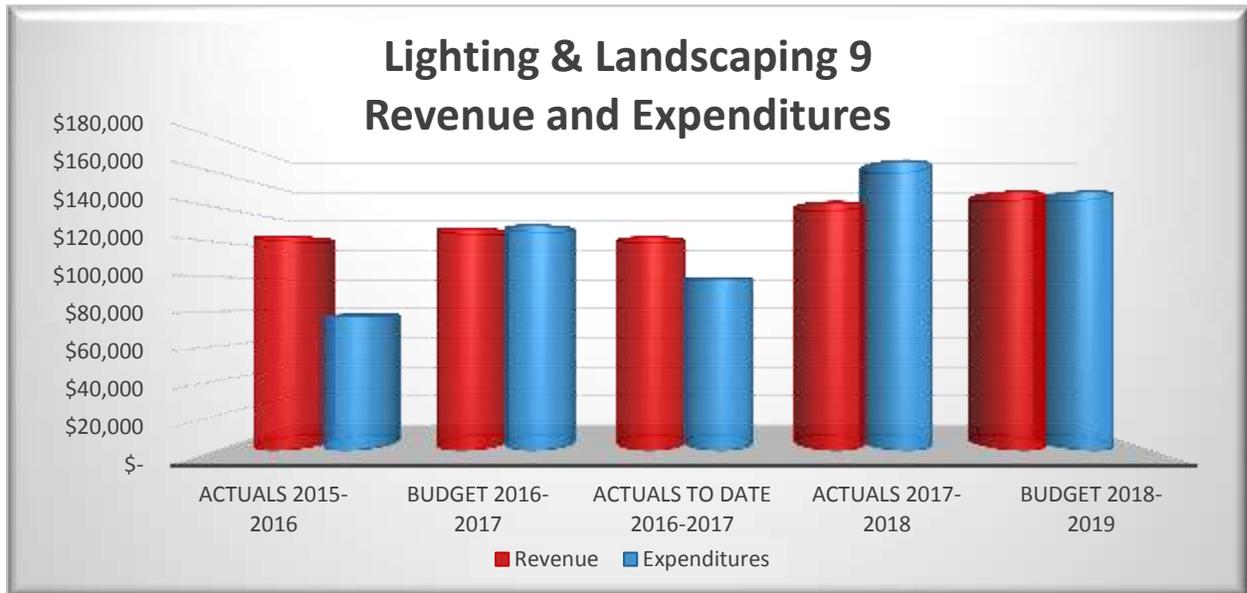
Account Code	Expenses	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
41-41-7000	Salary & Wages	\$29,393	\$54,524	\$31,278	\$61,000	\$65,000
41-41-7182	Travel	\$0	\$500	\$19	\$500	\$500
41-41-7197	Train, Meet & Education	\$35	\$300	\$133	\$300	\$300
41-41-7210	Dues & Subscriptions	\$0	\$200	\$0	\$200	\$200
41-41-7225	Memberships	\$170	\$400	\$0	\$400	\$400
41-41-7271	Consulting Services	\$0	\$4,100	\$0	\$4,100	\$4,100
41-41-7286	Legal - General	\$622	\$1,000	\$0	\$1,000	\$1,000
41-41-7301	Annual Audit Services	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200
41-41-7317	Advertising	\$127	\$60	\$0	\$60	\$0
41-41-7361	Telephone - general	\$1,262	\$1,000	\$220	\$1,000	\$1,000
41-41-7362	Telecom - networking	\$627	\$700	\$263	\$700	\$400
41-41-7363	Telephone - cellular	\$942	\$1,200	\$1,209	\$1,200	\$1,200
41-41-7376	Road/Construction Materials (s	\$0	\$200	\$13,851	\$200	\$200
41-41-7392	Vehicle & Equipment - Fuel	\$3,718	\$3,000	\$3,771	\$3,000	\$3,000
41-41-7393	Vehicle & Equipment Sup & Rep	\$1,637	\$1,500	\$1,605	\$1,500	\$1,500
41-41-7406	General Repairs	\$5	\$100	\$0	\$100	\$100
41-41-7408	Special Equipment	\$217	\$0	\$0	\$0	\$0
41-41-7409	Info System – Maintenance	\$211	\$1,000	\$17	\$1,000	\$1,000
Account Code	Expenses	Actual FY	Budgeted FY	Actuals to Date	Budgeted FY	Budgeted FY

		2015/2016	2016-2017	FY 2016-2017	2017-2018	2018-2019
41-41-7410	Equipment Maintenance	\$1,369	\$1,500	\$693	\$1,500	\$1,500
41-41-7412	Computer Equipment & Supplies	\$0	\$750	\$0	\$750	\$750
41-41-7413	Miscellaneous Small Tools	\$704	\$900	\$927	\$900	\$900
41-41-7414	Equipment Repair	\$580	\$750	\$0	\$750	\$750
41-41-7421	Cleaning Supplies (household i	\$11	\$500	\$0	\$500	\$500
41-41-7422	Minor Equipment (furniture <\$1	\$0	\$500	\$0	\$500	\$500
41-41-7424	Postage	\$0	\$50	\$0	\$50	\$50
41-41-7425	Office Supplies	\$55	\$500	\$645	\$500	\$500
41-41-7438	Building Rent	\$0	\$200	\$0	\$9,000	\$9,000
41-41-7439	Equipment Rental/Leasing	\$41	\$1,000	\$0	\$1,000	\$1,000
41-41-7440	Facility Maintenance - Landscaping	\$12,033	\$12,750	\$6,481	\$12,750	\$12,750
41-41-7441	Building Maintenance	\$3,360	\$3,000	\$9,948	\$3,000	\$3,000
41-41-7451	Insurance - Liability	\$3,304	\$1,200	\$0	\$1,200	\$1,200
41-41-7469	Personal Protective Equipment	\$3,063	\$1,500	\$4,116	\$1,500	\$1,500
41-41-7470	Safety Equipment & Supplies	\$9	\$0	\$0	\$0	\$0
41-41-7481	Utilities/Electrical Cost	\$700	\$1,350	\$801	\$1,350	\$1,350
41-41-7482	Utilities/Water Cost	\$8,333	\$20,000	\$18,210	\$20,000	\$20,000
41-41-7483	Utilities/Waste Cost	\$1,611	\$1,500	\$2,198	\$1,500	\$1,500
41-41-7527	Miscellaneous Services & Supply	\$155	\$500	\$0	\$500	\$500
41-41-7532	Miscellaneous	\$50	\$0	\$0	\$0	\$0
41-41-7534	Special Expense	\$42	\$500	\$139	\$500	\$500
41-41-7542	Taxes & Assessments	\$18	\$1,000	\$0	\$1,000	\$1,000
41-41-7545	Revenue Collection	\$423	\$600	\$423	\$600	\$600
	Total	\$77,025	\$122,534	\$99,145	\$137,810	\$141,450

Capital Improvements

Account Code	Capital Improvements	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
41-1135	Building & Improvements	\$0	\$500	\$0	\$0	\$0
41-1155	Parks	\$0	\$6,500	\$0	\$0	\$0
41-1100	Equipment	\$0	\$0	\$0	\$24,000	\$2,500
41-1180	Vehicle Replacement Fund	\$0	\$0	\$0	\$5,000	\$5,000
	Total	\$0	\$7,000	\$0	\$29,000	\$7,500

	Actuals 2015-2016	Budget 2016-2017	Actuals to Date 2016-2017	Budget 2017-2018	Budget 2018-2018
Revenue	\$ 123,209	\$ 128,000	\$ 122,680	\$ 143,000	\$ 149,000
Expenditures	\$ 77,025	\$ 129,534	\$ 99,145	\$ 166,810	\$ 148,950
Revenues over Expenditures	\$ 46,184	\$ (1,534)	\$ 23,535	\$ (23,810)	\$ 50



Zone #9 is a Lighting and Landscaping District which maintains the Ravenswood area of Discovery Bay. Revenues are derived from an annual engineers assessment and report. The Board of Directors approves the report and the assessment per residential property to cover the Operations and Maintenance, Capital Improvement and Reserve Budgets each fiscal year. This Maintenance Zone like Zone #8 runs very lean. In the next fiscal year the department will be purchasing 3 large pieces of equipment a tractor, a slit seeder and an aerator. The cost of this equipment will be split between maintenance Zone #8 and Zone #9. The cost to Zone #9 is \$24K. The Zone will utilize its reserves for this purchase as to keep the assessment level for the residents of this Maintenance District.

Reserves

Account Code	Reserves	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
Reserves	Zone 9 Reserves	\$188,304	\$188,304	\$188,304	\$188,304	\$193,304
Replacement	Vehicle Replacement Fund	\$0	\$0	\$0	\$5,000	\$5,000
	Total	\$188,304	\$188,304	\$188,304	\$193,304	\$198,304

- All reserve deductions will be calculated at the end of the fiscal year.

Lighting and Landscaping District Zone #9 maintains a reserve of \$188K. This reserve has been established to be utilized for emergency use or project spending for the Lighting and Landscaping District Zone #9. In addition to the reserve, in 2017 the District established a Vehicle Replacement Program. These funds are saved for the future replacements of the Lighting and Landscaping District vehicles.

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Lighting & Landscaping Zone #9 Engineers Report

As part of the annual assessment process for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9, the Town of Discovery Bay Board of Directors adopted a Resolution annually, which directed HERWIT Engineering to prepare the assessment report. HERWIT provides the Draft of the Final Assessment Engineer’s Report to District Staff. In that report, HERWIT determined that based on operating costs (as shown on the Adopted Operating and Capital Budget for Discovery Bay Lighting and Landscape Zone 9) the per parcel assessment.

HERWIT Engineering lists all factors leading to the increased assessment as well as the funds needed to maintain the reserve amount, and cover the increased cost of operations.

The Annual Assessment can be viewed on the Districts website at <http://www.todb.ca.gov/>.

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Capital Projects

The Capital Improvement Projects for Fiscal Year 2017/2018 is valued at \$3,285,500. The budgeted projects include funding necessary to properly service, maintain and support the basic functions of District operations; continued construction for the two (2) CIP Water & Wastewater Projects as well as \$35,000 for an new town vehicle, Lighting & Landscaping Equipment purchase and \$565,000 for Infrastructure replacement Funds.

The CIP is broken down into 9 distinct areas – Wastewater Capital Improvements; Wastewater Structures & Improvements; Water Capital Improvements; Water Structures & Improvements; Equipment; Building & Improvements; Zone #8 Capital Improvements; Zone #9 Capital Improvements and Infrastructure Replacement. All of the projects that are included as a part of the CIP represent projects that continue to maintain existing infrastructure, as well as preparing to accommodate future development.

Wastewater Capital Improvements and Structures & Replacements

For FY 2017/2018 the Wastewater CIP and Structures & Replacements represent 7 projects at a total combined cost of \$1,533,000; of which is allocated to the approved CIP projects including, Lift Station Improvements, SCADA Improvements, Plant 1 Refurbishment, Wastewater Distribution System & Maintenance, Mainline Piping Replacement, Rehab of Manholes, Raising Manholes. Also in this fiscal year is the completion of the Bonded Tittle 22 Filtration Project.

Water Capital Improvements and Structures & Replacements

For FY 2017/2018 The Water Wastewater CIP and Structures & Replacements includes 3 projects at total combined cost of \$925,000. The CIP projects include Water Supply Capacity (source, treatment & storage) and Upgrades & Maintenance of the Existing Water Supply Facilities. Also in this fiscal year is the completion of the Partially Bonded Water Meter Project.

Equipment Capital

The District plans to purchase equipment in fiscal year 17/18. Leak Detection equipment \$25,000 for the water systems, and District Message Boards \$80,000.

Vehicle Capital

The district plans to purchase one new vehicle in FY 2017/2018 in the amount of \$35,000.

Building and Improvements Capital

In fiscal year 17/18 the District plans to improve upon its Security systems at our Water & Wastewater plant facilities. The district will be implementing new electronic gates \$40,000 and locks \$20,000 at all of our treatment facilities.

Infrastructure Replacement Funds

In fiscal year 17/18 the District plans to add additional funds into the infrastructure replacement funds. \$275,000 for wastewater, \$250,000 for water, \$35,000 for Zone #8 and \$5,000 for Zone #9.

Lighting & Landscaping Zone #8 & Zone #9 Capital

Lighting and Landscaping Zone #8 and #9 will be splitting the cost of a new Tractor, a Slit Seeder, and an Aerator for a total amount of \$60,000, Zone #8 will pay 60% of the cost and Zone #9 will pay 40% of the cost. Zone #8 has also budgeted \$2,500 for maintaining the streetscapes.

PG&E Projects

The District received one time revenues from PG&E for a gas line maintenance project that occurred between September 2015 and January 2016. Additionally, PG&E representatives presented a check in the amount of \$5,000 for the use of the Community Center during the December gas outage as well as notified the Town that they have also agreed to make a contribution of \$17,000 for new playground equipment at the Roberta Fuss Tot Lot on Clipper Drive. Total one-time unanticipated revenues total \$349,411. These project are ongoing and spread over a period of fiscal years.

List of the Projects Approved by the Board of Directors on February 17, 2017

- ▶ Wastewater Treatment Plant: **Completed**
 - 1) Add Insulation to Parking Cover: \$8,600.
 - 2) Replace aggregate base in Parking Cover to Asphalt: \$15,000, or,
 - 3) Replace aggregate base in Parking Cover to Concrete: \$30,000 (preferred).
 - 4) Add asphalt to comply with RWQCB NOV at Bio-Solids station: \$40,000.
- ▶ Community Center:
 - 1) Add small dog area to dog park \$10,000 (possible donors as an Earth Day project) \$10K not in # below. **Completed**
 - 2) ADA Ramp and Gate at Pool \$6,500. **Completed**
 - 3) Replace front and rear lights/adding improved lighting \$12,000
 - 4) R&R concrete trippers \$10,500
 - 5) R&R Pool Equipment Enclosure \$56,000
 - 6) Pool side furnishings \$5,000 (use PGE grant of \$5,000) **Completed**
 - 7) Repair south side access gate \$2,600
 - 8) Repair BBQ Area \$7,500
 - 9) Resurface Tennis Courts 3&4 (possible Pickle Ball Courts) \$55,000
 - 10) Archery Equipment \$1,500
 - 11) New Community Center Roof \$40,000 **Completed**

- 12) Replace play structure at Roberta Fuss Tot Lot (possible 13) PGE Community Benefit Project) \$65,000

Capital Project Listing

Project #	Project Name	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget	FY 19/20 Budget	FY 20/21 Budget	FY 21/22 Budget
	CIP for Water Supply Capacity (Source, Treatment and Storage)						
52	Well 8 - Site Acquisition, CEQA, Exploratory, Production Well, Pipeline, Design & Construction for 1,800 gpm well		\$400,000	\$1,800,000			
	Abandon and Destroy Well 5A and Site Decommissioning				\$75,000		
61	Newport WTP Storage Tank - Site Acquisition Earthwork, Foundation, 275,000 gallon Tank, Pipe, Valves, Controls				\$820,000		
55/57	Willow Lake WTP Filter Project - 850 gpm Filter D, second Backwash Tank, Recycle Pumps Upgrade					\$700,000	
	Upgrades and Maintenance for Existing Water Supply Facilities						
	Well 4A Rehab - Maintenance to Halt Well Decline, Pump Modifications and Refurbishment		\$75,000				
	Well 2 Rehab - Maintenance and Pump Upgrade to Water Lube					\$75,000	
108	Newport WTP PLC/ Control System Upgrade-SCADA Improvements	\$250,000	\$250,000				
	Water Storage Tank Maintenance		\$75,000				
	Filter Media Replacements - Willow and Newport (5 filters \$25K ea.)			\$125,000			
111	Stabilization Soils- Willow Lake WTP	\$20,000					
	Water Distribution System						
	Pantages - Kellogg Creek Crossing 16-inch mainline from Discovery Pt to Point of Timber Rd			\$375,000			
	Pantages - Kellogg Creek Crossing 16-inch mainline from Cabrillo Pt to Point of Timber Rd –			\$375,000			

Project #	Project Name	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget	FY 19/20 Budget	FY 20/21 Budget	FY 21/22 Budget
	Additional Capital Improvements - Water Distribution System & Maintenance						
	Newport & Willow Lake Water Treatment Plant- Installation of spill containment curbing/diversion			\$20,000			
	Upgrade Hypo Tanks at Newport & Willow Lake Water Treatment Plants						\$25,000
	Water Meter Completion Project						
115	Water Meter Project	\$3,000,000					
15	Annual Wastewater Lift Station Improvements	\$330,000					
	Lift Station R		\$87,500				
	Lift Station J		\$87,500				
	Lift Station S		\$87,500				
	Lift Station H		\$87,500				
	Lift Station A			\$150,000			
	Lift Station C			\$150,000			
	Lift Station D			\$150,000			
	Lift Station E			\$150,000			
112	Clarifier Rehabilitation- Wastewater Distribution System						
	Plant 2 Clarifier #3 System- Clarifier rehab/trough leveling			\$100,000			
	Clarifier Launderers Cover Plant 2						\$300,000
110	Wastewater Treatment Plant 1 Refurbishment						
	Rehab Wastewater Treatment Plant 1						
	<i>Rehab Includes: Ox Ditch 1 crack sealing & structural repair \$150K</i>			\$150,000			
	<i>Ox Ditch 2 Rotor repairs, recoat steal \$150K</i>			\$150,000			
	<i>Clarifier #1 & #2 rehab \$225K</i>		\$225,000				
	<i>MCC Replacement & MCC Standby Generator \$570K</i>					\$661,000	
	<i>2016 dollars escalate at 4% (Combine with Denite Project)</i>						
	<i>Influent Pump station odor control system \$120K</i>		\$120,000				
	<i>Headworks coating, grating, instruments &</i>				\$75,000		

Project #	Project Name	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget	FY 19/20 Budget	FY 20/21 Budget	FY 21/22 Budget
	<i>misc. \$75K</i>						
	Storm Drain Improvements \$20K		\$20,000				
	Reclaimed Water to Plant 1 for Maintenance Operations (\$25K)		\$25,000				
	Pump Station W Valve/gate (\$50K)		\$50,000				
	Additional Capital Improvements - Wastewater Distribution System & Maintenance						
	Plant 2 RAS & WAS Pumping System- Covering Structure Installation		\$25,000				
	All Clarifiers- Algae Growth Mitigation		\$75,000				
109	Replace Lagoon Dredge			\$110,000			
116	Influent Pump station Generator	\$200,000					
113	CCTV Van						\$250,000
114	Step Screen Headworks					\$200,000	
	Outfall Diffuser Engineers report		\$45,000				
	Outfall Diffuser Repairs				\$200,000		
	O&M Manual for plant 1 & 2 and sewer pump stations - needed to operate Tittle 22 facility		\$200,000				
	Filtration Project						
7	Filtration Project Complete by Dec 2017 <i>Includes: Secondary Effluent Pump Station Modifications Effluent Filtration Upgrade UV Disinfection Additional Pump to Export Pump Station</i>	\$7,070,740					
	Wastewater SCADA Improvements						
16	Annual SCADA Improvements	\$50,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
	Denitrification Project						
87	Denitrification Project				\$450,000	\$5,000,000	\$2,600,000
	Relocate District Office						
	Move District Main Office Building to new site due to Willow Lake Storage Tank				\$250,000		
	Manhole Maintenance						
40	Rehab Manholes	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000
41	Raise Manholes	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Vehicle & Equipment Purchases						

Project #	Project Name	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget	FY 19/20 Budget	FY 20/21 Budget	FY 21/22 Budget
	Truck	\$30,000	\$35,000				
	Leak Detection Equipment		\$25,000				
	Sweeping Brush for the GEHL			\$5,000			
	District Message Boards		\$80,000				
	Mainline Piping Replacement						
	235 feet of pipe replacement (Lakeview Business Plaza)		\$250,000				
	District Security						
	Cameras			\$50,000			
	Gates		\$40,000				
	Locks		\$20,000				
	Master Plans						
	Water Master Plan		\$125,000	\$125,000			
	Wastewater Master Plan		\$100,000	\$100,000			
	Water Infrastructure Replacement						
	Water Infrastructure Replacement Fund	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
	Booster Pump Replacement Fund	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
	Generators Replacement Fund	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Facility Replacement Fund	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Vehicle Replacement Fund	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Wastewater Infrastructure Replacement						
	Wastewater Infrastructure Replacement Fund	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
	Collection Pumps & Motors Replacement Fund	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
	Generators Replacement Fund	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
	Facility Replacement Fund	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
	Vehicle Replacement Fund	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
	Other 16/17 Projects						
4	Project # 4 Secondary						
73	Project # 73 Vehicle Storage						
75	District Offices						
118	Plant #2 Lab						
	Landscaping Capital						
	Equipment		\$60,000				
	L&L Infrastructure Replacement						
	Vehicles & Equipment (Light Poles)		\$40,000				
	PG&E Funded Projects	\$347,200					
800	Community Center Roof						

Demo/Replacement							
Project #	Project Name	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget	FY 19/20 Budget	FY 20/21 Budget	FY 21/22 Budget
800	Playground Replacement						
800	Pool Equipment Cover						

**Projects in green are Bond/Reserve Funded*

DRAFT

District Reserves, Infrastructure Replacement Funds & Capacity and Connection Fees

The Town of Discovery Bay Community Services District has a reserve fund for each department as well as Infrastructure Replacement Funds. The reserve funds are saved annually and set aside by the District to fund any future costs of upkeep or any unexpected costs that may arise over the course of the fiscal year.

The Infrastructure Replacement Funds are restricted funds saved annually and set aside for a specific future or unexpected costs that may arise over the course of the fiscal year.

Capacity and Connection Fees (Developer Fees) these fees are restricted revenues received by developers for connecting into the Districts water and wastewater supply. These monies can only be used for infrastructure repairs and construction of the water or wastewater treatment facilities.

Reserve Funds

Account Code	Reserves	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
Reserves	Water Reserves	\$1,677,759	\$1,677,759	\$1,677,759	\$1,677,759	\$1,677,759
	Wastewater Reserves	\$2,516,638	\$2,516,638	\$2,516,638	\$2,516,638	\$2,516,638
	Zone 8 Reserve Fund	\$399,138	\$399,138	\$399,138	\$399,138	\$399,138
	Zone 9 Reserves	\$188,304	\$188,304	\$188,304	\$188,304	\$188,304
	Total	\$4,781,839	\$4,781,839	\$4,781,839	\$4,781,839	\$4,781,839

Infrastructure Replacement Funds

Account Code	Reserves	Actual FY 2015/2016	Budgeted FY 2016-2017	Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
Infrastructure Replacement	W Booster Pump Replacement Fund	\$95,068	\$20,000	\$115,068	\$135,068	\$155,068
Infrastructure Replacement	W Infrastructure Replacement Fund	\$612,290	\$200,000	\$812,290	\$1,012,290	\$1,212,290
Infrastructure Replacement	W Generators Replacement Fund	\$39,200	\$10,000	\$49,200	\$59,200	\$69,200
Infrastructure Replacement	W Facility Replacement Fund	\$46,000	\$10,000	\$56,000	\$66,000	\$76,000
Replacement	W Vehicle Replacement Fund	\$46,000	\$10,000	\$56,000	\$66,000	\$76,000
Infrastructure Replacement	Water Rate Study Infrastructure			\$184,000	\$537,000	\$1,032,000
Infrastructure Replacement	WW Collection Pumps & Motors Replacement Fund	\$142,602	\$30,000	\$172,602	\$202,602	\$232,602
Account Code	Reserves	Actual FY	Budgeted FY	Actuals to Date	Budgeted FY	Budgeted FY

		2015/2016	2016-2017	FY 2016-2017	2017-2018	2018-2019
Infrastructure Replacement	WW Infrastructure Replacement Fund	\$950,000	\$200,000	\$1,150,000	\$1,350,000	\$1,550,000
Infrastructure Replacement	WW Generators Replacement Fund	\$59,029	\$15,000	\$74,029	\$89,029	\$104,029
Infrastructure Replacement	WW Facility Infrastructure Replacement Fund	\$138,000	\$30,000	\$84,000	\$99,000	\$114,000
Replacement	WW Vehicle Replacement Fund			\$84,000	\$99,000	\$114,000
Replacement	LL8 Vehicle Replacement Fund	\$0	\$0	\$0	\$5,000	\$5,000
Infrastructure Replacement	LL8 Light Pole Replacement Fund	\$0	\$0	\$0	\$30,000	\$30,000
Replacement	LL9 Vehicle Replacement Fund	\$0	\$0	\$0	\$5,000	\$5,000
	Total	\$2,128,189	\$525,000	\$2,837,189	\$3,755,189	\$4,775,189

Developer Fees

Account Code	Reserves		Actuals to Date FY 2016-2017	Budgeted FY 2017-2018	Budgeted FY 2018-2019
Developer Fees	Water Capacity & Connection Fees		\$776,966	\$811,966	\$846,996
	Wastewater Capacity & Connection Fees		\$1,678,422	\$1,776,422	\$1,847,422
	Total		\$2,455,189	\$2,588,388	\$2,694,418

Debt Service

The Town of Discovery Bay, prior to issuing Lease Revenue Bonds in 2012 which was necessary to finance a large capital project, first needed to become a member of a financing authority. While there are a number of financing authorities throughout the state which the District could of joined and become a member, it is also not uncommon for two (2) agencies to form their own Joint Powers Authority (JPA) to facilitate the establishment of a financing authority. In 2012 The Town of Discovery Bay created a JPA with Byron Bethany Irrigation District (BBID). Two (2) separate JPA’s were formed – one (1) for the benefit of Discovery Bay and one (1) for the benefit of the BBID. This provides both agencies the ability to utilize the JPA as a financing authority as they deem appropriate. Each JPA is solely responsible for their Authority.

At the time the District’s former Bond Counsel recommended the formation of a Discovery Bay JPA as well as a BBID JPA as the superior “vehicle” to structure and issue tax-exempt municipal debt issuances (“Municipal Bonds”). Counsel advised that the formation of the JPA’s would mutually benefit both the Town as well as the BBID in that either district could utilize the financing powers of their respective JPA to issue Municipal Bonds as future needs arise.

The formation of the JPA requires two (2) separate legal public entities to facilitate the creation of a new legal entity in accordance with Article 1 of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California. It is proposed that the Town of Discovery Bay JPA be governed by a five (5) member board, comprised of the Board of Directors for the Town and that the BBID JPA be governed by a five (5) member board, comprised of the Board of Directors for the BBID (the “Governing Board(s)”).

The 2012 Municipal bonds were issued for \$12,600,000. To date have all been expended. The projects part of the initial bond are as follows:

Water Project Improvements:	
Planning & Construction of Well 7	\$1,500,000
Wastewater project Improvements:	
UV Bank 4 Installation	\$250,000
Lift Station F Rehabilitation	\$500,000
Influent Pump station	\$1,050,000
Re-Activate Pump Station W	\$400,000
Emergency Storage Facilities	\$250,000
Splitter Box, Ox Ditch, Clarifier, RAS Pumps at Plant 2, Standby Aerators	\$6,050,000
New Solar Dryer and Belt Presses	\$3,800,000
Contingency	\$300,000
Total	\$12,600,000

The Debit Service Payments made by the District since 2012

Debit Service Payments		Paid
Deutsche Bank	November 2012	\$ 139,167.40
	April 2013	\$ 254,283.46
USA Bank	October 2013	\$ 559,355.55
	April 2014	\$ 266,453.90
	October 2014	\$ 561,456.04
	April 2015	\$ 263,505.78
	November 2015	\$ 568,505.15
	April 2016	\$ 258,919.88
	September 2016	\$ 568,886.14
		\$ 3,440,533.30

In January 2017 the District issued its second Municipal Bond for the following projects:

Water Project Improvements:	
Water Meter Completion Project	\$1,500,000
Wastewater project Improvements:	
Filtration & UV	\$7,400,000
Total Bond Purchase	\$8,825,000

Public Financing Authority

A Public Financing Authority or (PFA) is a tax-exempt bond issuing authority that was created by local governments, for local governments, with the goal of increasing and streamlining economic development projects. PFA was established to simplify the issuance of conduit bonds.

The Town of Discovery Bay, prior to issuing Lease Revenue Bonds that will be necessary to finance large capital projects, must first become a member of a financing authority. While there are a number of financing authorities throughout the state which the District could join and become a member, it is also not uncommon for two agencies to form their own Joint Powers Authority (JPA) to facilitate the establishment of a financing authority.

In 2012 District staff met with the staff of the Byron Bethany Irrigation District (BBID) and both parties along with their Board of Directors made the decision that the two agencies create a JPA to establish a financing authority. As a result two separate JPA's were formed – one for the benefit of Discovery Bay and one for the benefit of the BBID. This provides both agencies the ability to utilize the JPA as a financing authority as they deem appropriate. Each JPA is solely responsible for their Authority.

Counsel advised that the formation of the JPA's would mutually benefit both the Town as well as the BBID in that either district could utilize the financing powers of their respective JPA to issue Municipal Bonds as future needs arise.

The formation of the JPA's requires two separate legal public entities to facilitate the creation of a new legal entity in accordance with Article 1 of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California. It is proposed that the Town of Discovery Bay JPA be governed by a five member board, comprised of the Board of Directors for the Town and that the BBID JPA be governed by a five member board, comprised of the Board of Directors for the BBID (the "Governing Board(s)").

At the time of the formation there were minimal cost implications to the Town of Discovery. The costs were related to staff time spent on administrative tasks associated with meetings of the JPA. In the future there would be significant interest cost savings for financings associated with the JPA.

Town of Discovery Bay Public Financing Authority Current Projects FY 2016-2019:

Project #7 Filtration

The Town's National Pollution Discharge Elimination System (NPDES) permit that governs all wastewater activities for the Town was renewed by the Regional Water Quality Control Board (RWQCB) on June 6, 2014. In this renewal, the RWQCB required the Town to add tertiary filtration and UV upgrades and changed the permit limits for coliform in compliance with CCR Title 22 unrestricted reuse. The facilities are required to be constructed and operational by December 31, 2017. The discharge limits also change to the lower values on this date.

The wastewater master plan anticipated the future regulatory requirement for filtration even though it was not required at the time the master plan was completed. On June 6, 2014 the Regional Water Quality Control Board (RWQCB) adopted resolution R5-2014-0073 which modified the Town of

Discovery Bay National Pollution Discharge Elimination System (NPDES) permit to require filtration be constructed by December 31, 2017. Filtration and UV disinfection facilities have been designed in conformance with the wastewater master plan and the NPDES permit and construction of the facilities is underway. At the completion of the project the Town will produce tertiary treated water for unrestricted reuse in conformance with Title 22 of the California.

Estimated Project Cost \$7,400,000

Project #115 Water Meter Completion

In 2005 Governor Arnold Schwarzenegger signed Assembly Bill 2572 requiring all cities in California to install water meters on all homes by 2025 (A copy of AB 2572 is provided in Appendix A). Current State law requires that homes built after January 1, 1992, have a water meter installed on their service connection.

In 2012, the Town of Discovery Bay Community Services District (District) began discussions to implement the Meter Installation Completion Program to complete meter installations in advance of the state mandate to meet the AB2572 requirements. The District determined that they would complete the installation of meters in fiscal year 2016-2017. The District is currently in the process of planning the final phases for completing the project and installing meters on all remaining residential services by fiscal year end of 2017.

At the end of 2016, the total number of services requiring meters was 5,736, of which 2,200 were metered (38%). Approximately 3,531 residential services within the District's service remain unmetered. The District's commercial accounts are metered and have been for several years.

Estimated Project Cost \$3,111,359.



District Awards

The Town has earned District of Distinction and District Transparency Certificate of Excellence through *Special District Leadership Foundation (SDLF)*.

**(The originally earned in 2014 and recertification was done in 2016.)*

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Supplemental Information

Glossary

ADOPTED OPERATING BUDGET: The official budget as approved by the Board of Director's at the start of each fiscal year.

APPROPRIATION: A legal authorization by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and to the time when it may be expended.

BENEFITS: These include retirement/pension, health, life and disability insurance, worker's compensation, vacation, administrative, medical, and special leave of absence time.

BUDGET: A plan of financial operation comprised of estimated expenditures for a given period (a single fiscal year for the District) and the proposed means of financing the expenditures (through revenues).

BUDGET MESSAGE: A written discussion of the proposed budget presented by the Finance Manager to the Board of Director's.

CAPITAL IMPROVEMENT PROJECT: The budget unit to group all activities and costs necessary to implement a specific capital improvement and/or acquisition. A project can include the construction, acquisition, expansion, replacement, or rehabilitation of a physical facility or improvement. Projects often include planning and design, land acquisition, and project management costs related to such facilities and improvements.

DEBT SERVICE: Established for the payment of interest and principal on all debt other than payable exclusively from special assessments.

DEPARTMENT: A major organizational group of the District with overall management responsibility for an operation or a group of related operations within a functional area.

EXPENSES: Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FISCAL YEAR: A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position, the results of the operations, and adopts a budget for the coming year. The Town of Discovery Bay's fiscal year is from July 1 to June 30.

FUND: A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts, recording resources, related liabilities, obligations, reserves and equities segregated for the purpose of carrying out specific activities of attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE: Is an accumulation of revenues minus expenditures. Each fund maintained by the District has a fund balance. Fund balance can be used in future years for purposes determined by City Council.

OBJECTIVE: A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. A good statement of objective should imply a specific standard of performance for a given program.

PRELIMINARY BUDGET: A budget in its preliminary preparation stage prior to review and formulation by the Board of Director's. In the preliminary stage, a budget forecasting current costs into the future and new or modified spending proposals for the future.

PROPOSED BUDGET: The budget as formulated and proposed by Finance Manager; it is submitted to the Board of Director's for review and approval.

RESOLUTION: A special or temporary order of a legislative body requiring less formality than an ordinance.

REVENUE: Money that the District receives as income such as utility payments, fees from specific services, receipts from other governments, fines, grants, and interest income.

SALARIES AND BENEFITS: Compensation paid to or on behalf of District employees for salaries and wages, overtime. Benefits include health, and life.

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TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

NOTICE OF PUBLIC HEARING

June 21, 2017

FISCAL YEAR 2017-18 AND FISCAL YEAR 2018-19 REVENUE, OPERATING AND CAPITAL BUDGETS

Notice is hereby given in accordance with California Government Code section 61110 that the Board of Directors of the Town of Discovery Bay Community Services District (CSD) has received for adoption a proposed final Revenue, Operating and Capital Budget for Fiscal Year 2017-18 and Fiscal Year 2018-19 and will hold a public hearing on June 21, 2017, at the Discovery Bay Community Center, 1601 Discovery Bay Boulevard, Discovery Bay, at 7:00 p.m. to consider adopting the final budget. Any person may appear and be heard regarding any item in the budget or regarding the addition of other items.

A copy of the draft budget(s) can be reviewed at the District Office, 1800 Willow Lake Road, Discovery Bay, after June 7, 2017 during normal office hours.

Publish in East County Times on Wednesday, June 7, 2017

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Legal Notice

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Publish in East County Times on Wednesday, June 7, 2017

ECT# 5967880 June 7, 2017



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2017-12

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ADOPTING THE OPERATING, CAPITAL IMPROVEMENT
AND REVENUE BUDGETS FOR FISCAL YEAR 2017-18 AND FISCAL YEAR 2018-19**

WHEREAS, The Town of Discovery Bay Community Services District is required pursuant to California Government Code Section 61110 to annually adopt a budget that identifies certain types of expenditures for the fiscal year that begins July 1st of each year; and

WHEREAS, The Finance Manager has prepared and submitted to the Board of Directors a Proposed Operating, Capital Improvement and Revenue Budget for the fiscal year beginning July 1, 2016 and ending on June 30, 2017; and

WHEREAS, The Board of Directors has considered the budget and the comments thereon, and has determined that it is necessary for the efficient management of the District to appropriate revenues to the expenditure categories necessary to carry out the activities of the District as provided in the FY 2017-18 and FY 2018-19 draft budget, and as may be amended.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The annual Operating, Capital and Revenue budgets for all operational functions of the Town of Discovery Bay Community Services District for FY 2017-18 and FY 2018-19 is hereby adopted.

SECTION 2. The Budget Document for FY 2017-18 and FY 2018-19 is incorporated herein and is made a part of this Resolution.

SECTION 3. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 21st DAY OF JUNE 2017.

Robert Leete
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on June 21, 2017, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael R. Davies
Board Secretary



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 21, 2017

Prepared By: Michael R. Davies, General Manager
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title:

Discussion and possible action to send a Board letter to Contra Costa County Supervisor Burgis seeking information on Transient Occupancy Tax in Discovery Bay.

Recommended Action

Authorize the Board President to sign a letter, on behalf of the Board, to Contra Costa County Supervisor Burgis seeking information on Transient Occupancy Tax in Discovery Bay.

Executive Summary

Contra Costa County Ordinance 64-4 provides for the collection of a 10% Transient Occupancy Tax ("TOT") from "hotels" that rent to transients for periods of less than 30 days. The tax is remitted to the County Tax Collector and placed in the County General Fund. A reasonable interpretation of the TOT Ordinance would be that a home or condo would fall within the definition of a "hotel."

The Discovery Bay Chamber of Commerce ("Chamber") has asked if this tax is being collected on transient home rentals in Discovery Bay and if those funds may be made available to the Chamber.

Staff contacted County Supervisor Burgis' office to obtain information concerning TOT in general and, if applicable, what the process would be for requesting that Discovery Bay TOT revenue be reinvested in our community in relation to Parks and Recreation, the Community Center, non-profit service organizations, the Chamber and/or some other community purpose.

Supervisor Burgis' office stated that they will not ask County Staff to provide information on the TOT unless they receive a written request from the Town Board of Directors.

Staff is requesting that the Board authorize the President to sign a letter requesting Supervisor Burgis assist and facilitate the Town's inquiry into the County's TOT and its implications related to the Town of Discovery Bay.

Previous Relevant Board Actions for This Item

Attachments

AGENDA ITEM: F-3



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes
Board of Directors Regular Meeting

Monday May 01, 2017

Special Start Time for Government Ethics Training: 4:00 P.M.

Remainder of Agenda: 6:30 P.M., or upon completion of training, whichever is later

**Brentwood City Council Chambers
150 City Park Way, Brentwood**

BOARD OF DIRECTORS

Joy Benson
Robert Kenny
Erick Stonebarger

Joel Bryant-President
Cheryl Morgan

Doug Hardcastle
Brian Oftedal
Joe Young

4:00PM – CALL TO ORDER: (4:15 P.M.)

ROLL CALL: (4:15 P.M.)

Directors Present: Benson, Bryant, Kenny, Morgan, Oftedal, Young
Directors Absent: Hardcastle, Stonebarger

TRAINING - AB 1234-Compliant Local Government Ethics Training: (4:30 P.M.)

ROLL CALL: (6:30 P.M.)

Directors Present: Benson, Bryant, Kenny, Morgan, Oftedal, Stonebarger, Young
Directors Absent: Hardcastle

6:30PM – PLEDGE OF ALLEGIANCE: (6:34P.M.)

PUBLIC COMMENTS: (6:35 P.M.)

There were three (3) Public Speakers – Sue Higgins, Bailey Neff, Mark Whitlock

PRESENTATION: (6:42 P.M.)

A.1 Administration of Oath of Office for Interim Battalion Chief Ross Macumber

CONSENT CALENDAR: (6:45P.M.)

C.1 Approve Minutes from April 03, 2017 Regular Board of Directors Meeting

Motion by: Director Young to approve consent item C.1

Second by: Director Kenny

Vote: Motion carried: 7:0:0

Ayes: Benson, Bryant, Kenny, Morgan, Oftedal, Stonebarger, Young

Noes:

Abstained:

Absent: Hardcastle

PUBLIC HEARINGS: (6:46P.M.)

PH.1 Hold Public Hearing and Adopt Ordinance Adopting Modified 2016 California Fire Code

There were no (0) Public Speakers

Motion by: Director Young to Close Public Hearing.

Second by: Director Oftedal

Vote: Motion carried: 7:0:0

Ayes: Benson, Bryant, Kenny, Morgan, Oftedal, Stonebarger, Young

Noes:

Abstained:

Absent: Hardcastle

Motion by: Director Young to Adopt Ordinance 2017-01- Adopting Modified 2016 California Fire Code

Second by: Director Kenny

Vote: Motion carried: 7:0:0

Ayes: Benson, Bryant, Kenny, Morgan, Oftedal, Stonebarger, Young

Noes:

Abstained:

Absent: Hardcastle

DISCUSSION ITEMS

(7:00 P.M.)

D.1 Selection of Board Vice President

There were no (0) Public Speakers

Motion by: Director Stonebarger to elect Director Oftedal as Vice President for the remainder of the 2017 Calendar Year.

Second by: Director Young

Vote: Motion carried: 7:0:0

Ayes: Benson, Bryant, Kenny, Morgan, Oftedal, Stonebarger, Young
Noes:
Abstained:
Absent: Hardcastle

(7:03 P.M.)

D.2 Discuss Membership of Outreach-Public Education Committee

There were no (0) Public Speakers

After discussion, Director Benson volunteered to join the Committee and Board President Bryant appointed Director Benson to the committee membership.

(7:05 P.M.)

D.3 Receive Update on Efforts to Secure Joint Funding for Operation of Fourth Fire Station:

There were four (4) Public Speakers – County Administrator David Twa, Stephen Smith, Steve Barr, Oakley City Manager Bryan Montgomery,

Motion by: Director Stonebarger to support District Staff and the Ad-Hoc Committee's plan to continue development of a long-term strategic plan for implementation of the recommendations set forth in the Cltygate study, and maintain services at Station 94 in Knightsen until it closes on June 30, 2017.

Second by: Director Bryant

Vote: Motion carried: 7:0:0

Ayes: Benson, Bryant, Kenny, Morgan, Oftedal, Stonebarger, Young

Noes:

Abstained:

Absent: Hardcastle

(7:32 P.M.)

D.4 Receive Operational Update for April 2017

There were no (0) Public Speakers

INFORMATIONAL STAFF REPORTS: (7:34 P.M.)

1. Receive Update on Assembly Bills 898 and 899
2. Recieve Update on Implementation of the First Resonder Fee
3. Receive Update on Assembly Bill 1598 regarding "Active Shooter Incidents"
4. Receive Information on Supplying Aid to Victims of Emergency Program (SAVE) Program

DIRECTORS' COMMENTS:(7:41 P.M.)

Director Young – Would like to thank Chief Helmick's effort in the first 30 days, "I think it is a great track that we are on."

Director Kenny – Please come out and support the Meals on Wheels event, Saturday May 20, 2017.

REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS: (7:41 P.M.)

Director Oftedal requested items on A.B.1598, regarding Active Shooters, and on the SAVE Program.

The Board requested a future discussion item on the membership of the Master Plan Ad-Hoc advisory committee.

RECESS TO CLOSED SESSION ON THE FOLLOWING MATTERS: (7:42 P.M.)

1. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6
Agency Designated Representative: Glenn Berkheimer
Employee Organization: International Association of Fire Fighters, Local 1230
2. Conference With Legal Counsel – Anticipated Litigation
Initiation of litigation pursuant to Government Code Section 54956.9(d)(4): 1 potential case
3. Public Employee Performance Evaluation / Goal-Setting
Title: Interim Fire Chief

Direction was given to Staff in Closed Session for items 1, 2 & 3

ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: June 05, 2017: (9:38P.M.)

Central Valley Regional Water Quality Control Board

31 May 2017

Richard Howard, General Manager
 Town of Discovery Bay CSD
 18000 Willow Lake Road
 Discovery Bay, CA 94505

SELF-MONITORING REPORT REVIEW, TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT, WASTEWATER TREATMENT PLANT, CONTRA COSTA COUNTY

The Town of Discovery Bay Community Services District (Discharger) discharges treated wastewater from its Wastewater Treatment Plant (Facility), which is regulated by Waste Discharge Requirements (WDRs) Order R5-2014-0073-01 (NPDES CA00078590). The Monitoring and Reporting Program (MRP) of the WDRs requires monitoring for constituents and other parameters and specifies the location and frequency of monitoring. Central Valley Water Board staff has reviewed the electronic self-monitoring report (eSMR) submitted by the Discharger for the **November 2016 through April 2017, Fourth Quarter 2016, Annual 2016, and First Quarter 2017** monitoring periods.

No violations of the WDRs or MRP were identified from review of the eSMR.

Submittals Required by the WDRs

The following reports listed in Table A were required by WDRs R5-2014-0073-01 during the period reviewed under cover of this letter. The next report required is the *2017 Ammonia & Nitrate plus Nitrite Progress Report* which is due by 30 June 2017.

Table A. Submittals Required by WDRs

Report	Due Date	Submitted
<i>2016 Annual Progress Report: Mercury</i>	1/30/2017	1/13/2017
<i>2016 Annual Operations Report</i>	1/30/2017	1/13/2017
<i>2016 Pollution Prevention Plan for Salinity Progress Report</i>	1/30/2017	1/13/2017

If you have any questions, please contact me at (916) 464-1181 or at mfarhad@waterboards.ca.gov.



MOHAMMAD FARHAD
 Water Resource Control Engineer
 NPDES Compliance and Enforcement Unit

Charles and Carol Helfrick
661 Beaver Court
Discovery Bay, California 94505

925-516-1227

June 5, 2017

Mike R. Davies, General Manager
Town of Discovery Bay Community Service District
1800 Willow Lake Road
Discovery Bay, California. 94505-9376

Dear Mr. Davies:

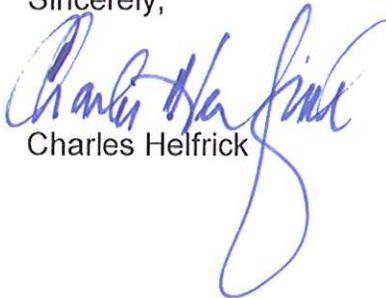
It is my understanding that the Town of Discovery Bay Community Service District was established to provide the following services:

1. Water for the residents of Discovery Bay
2. Wastewater treatment for the residents of Discovery Bay
3. Certain park landscaping and maintenance
4. Purchase and operation of the Community Center

I see in the agenda for the upcoming June 7 Community Service District meeting that there is a proposal to spend \$40,000 for 1 stationary electronic signboard and the cost would be \$80,000 if 2 stationary electronic signboard are purchased.

In my opinion, spending \$80,000 for 2 stationary electronic signboards is not one of the services the Community Service District is authorized to provide. Spending \$80,000 for these stationary electronic signboards is a frivolous and possibly illegal waste of the Community Service District money.

Sincerely,



Charles Helfrick

THE HUMANE SOCIETY OF THE UNITED STATES

THE GREAT AMERICAN THREAT

Farmers and Ranchers have devoted their lives to feeding our children, our pets, and our local animal shelters for decades. **HSUS poses a very serious**

threat to our nation's farmers, ranchers, fashion industries, restaurants, and scientific researchers, who have fed, clothed, cured, and employed millions world-wide. **You can help American**

farmers by supporting our local animal shelters and not supporting The Humane Society of the United States. To learn about The HSUS, log on to

"Humane Watch.org," or **"Protect the Harvest.com,"** or google **"HSUS Racketeering,"** or **"HSUS Under Investigation,"** or **"HSUS Fraud,"** or **"HSUS Malicious Prosecution"** or **"HSUS Obstruction of Justice,"** or **"HSUS Money Laundering,"** or **"HSUS IRS Scandal."**

Before more American farmers go under, which is already increasing grocery costs, escalating inflation, and provoking other 3rd world foreign countries who's agriculture is not threatened by HSUS to cut deeper into our already depleting tropical rain forests (which holds a supposedly 60 percent of the world's oxygen) in order to keep with the increasing supply and demand of feeding The United States of America.

Why the Democratic Party Lost to Donald Trump:

I was once a middle ground Democrat. Born and raised in the rural part of the SF Bay Area I saw the arguments that are agricultural communities were dealing with along with the positives concerns of the environmental movement clashing. But I leaned extreme right when I began realizing the Democratic Party was not what they said they were. Our own little local agricultural community in San Mateo County being out numbered, over regulated, rejected, and ignored is a perfect example of what is happening all over the U.S.

The SF Bay Area and Los Angeles has bullied Northern California rural counties for decades. Taking advantage of the extremely high number of misinformed voting population living in our inner cities; environmental groups and our Democrat party has managed to manipulate an enormous number of inner city residents into convincing people that hard working rural livelihoods were destroying the environment. College degrees unfortunately stepped over common sense. And in this process entire logging communities were decimated, cattle were driven away from ponds and streams, farmers were cut off from irrigation, national forest roads were closed, and traditional hunting along with use of dogs deemed inhumane. Now trees are more subject to disease, forest fires are more common and burning with more intensity, wildlife is unbalanced and more subject to starvation, grass lands and water sources are unhealthy and negatively affecting endangered species, drug cartels have expanded along with increasing crime rate, and increased unemployment.

The inner city assaults and false information finally caught up with government funded environmental groups, The Humane Society of the United States, and our HSUS affiliated Democratic Legislation. With the power of the internet, urban media can no longer keep the truth quiet. Farmers and ranchers have fed and clothed our inner cities while dodging bullets around pavement people and dirty political legislation. Urban America can thank our Democratic party for cutting their own throat by ignorantly stepping on rural lifestyles and impoverishing Rural America, forcing rural communities to ban as one and achieve a huge victory which escalated to not only the presidency, but to all levels of the political scale. Now we will all be subject to live in fear with who America picked when we have an uprising Post- Cold War Soviet Union, an unsettled Middle East, an unpredictable North Korea, an over populated resource starved China, and tensions building on our southern border.

People on both sides who believe the 2016 election was about race have it all wrong. White supremacists who chant, "White Power," and the anti-Trump protesters shouting, "Racism," and destroying their own liberal cities has humiliated American Democracy and freedom for all. This was an election divided between inner cities and Rural America. Not race or sexist. And for the first time in our lifetime the common sense of Rural America verses the college degrees of inner cities won over 3000 rural counties to Hillary's 52. Pavement people living in our inner cities are struggling to cope with the same feelings our agricultural communities have suffered 100 times over in all states of our nation because it is usually one or two major cities that bullies an entire state and cripples American Agriculture. Don't forget farmers and ranchers have employed our Hispanic farm workers which have paved their pathways to US citizenship, and have fed our urban restaurants, our children, our pets, our local animal shelters, our African and Asian Americans, and gay community since the beginning of this great country which has been unappreciated by a large majority of disconnected urban Democrats.

New federal laws should be placed to make every state election (including governors and propositions) done electorally by individual counties to give Rural America a fighting chance. Right to farm laws should be passed at the federal level along with Traditional Hunting laws being decided by individual counties. Not inner cities. The modern day environmental programs are nothing more than a money making scam. And a large majority of rural community lifestyles offer a positive incentive for the environment. Environmental non-profits drain our tax system, and have not fed anybody. Farmers and ranchers (who are the true environmentalists along with traditional hunting) feed everybody while paying into the system.

Our HSUS affiliated California Legislation and Le Land Yee should set the true identity our modern American Democratic Party. Sorry but the truth hurts, just google "**HSUS Fraud,**" or "**HSUS Scam,**" or "**HSUS Sued for Rico Act,**" or "**HSUS IRS Scandal,**" or "**HSUS Bill of Indictment,**" or "**HSUS Bankrupts Farmers.**" Hillary Clinton's phony money making political campaign and the dirty political agenda of our HSUS affiliated California Legislation's disconnection with Rural America has offered no solution for the rural community crisis, and has cost The Democratic Party one of the largest scale losses in modern US history. Without Rural America, the pavement people will starve. God bless the working men, women, and Hispanic farm workers who feed our great nation.

Yours truly,

Greg Fontana Democrat for the Republican and Libertarian parties of The United States of America.

P.O. Box 512 Half Moon Bay CA 94019



Protect our Mexican Farm Workers

Hispanic farm workers have devoted their lives to helping American farmers and ranchers feed our children, our pets, and our local animal shelters for decades. **The Humane Society of the United States poses a very serious threat** to our Hispanic community and their dreams of becoming legal U.S. Citizens. Stricter rules and regulations for California farmers and ranchers only makes it harder for American Farmers to provide jobs for our Hispanic American people. **You can help our Hispanic communities by supporting local animal shelters and not supporting The Humane Society of the United States.** To learn about HSUS, log on to **"Humane Watch.org,"** or **"Protect The Harvest.com,"** or google **"HSUS Racketeering,"** or **"HSUS Fraud,"** or **"HSUS Scam,"** or **"HSUS Malicious Prosecution"** or **"HSUS Rico Lawsuit,"** or **"HSUS Obstruction of Justice,"** or **"HSUS Bribery"** or **"HSUS Money Laundering"** or **"HSUS IRS Scandal,"** or **"HSUS Under Investigation."**